

Electronic copy to be submitted to the CSC FD  
must be in MS Excel format

Republic of the Philippines  
LGU - Gen. MacArthur, E. Samar  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - Gen. MacArthur, E. Samar in the CSC website:

*Flora C. Ty*  
HON. FLORA C. TY  
(Head of Agency)  
Date: 18-Jun-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Aide-I (Laborer - I)	1h	1	P 7,357.00	Able to read and write	None Required	None Required	None Required	Mayor's Office
2	Farm Aide - I (Laborer - I)	50	1	P 7,357.00	Able to read and write	None Required	None Required	None Required	Mun. Agriculture Office
					****nothing follows****				

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. FLORA C TY  
Municipal Mayor  
LGU - Gen. MacArthur, E. Samar  
[floras.mayors.office@gmail.com](mailto:floras.mayors.office@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.