

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF HERNANI, E. SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Hernani, E. Samar in the CSC website:


EDILBERTO L. MACASOJOT
HRMO

Date: October 12, 2018

No.	Position Title (Parenthetical Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Revenue Collection Clerk-I	9	5	P 9,594.00	Completion of two years in college	None Required	None Required	Carer Service-Sub Professional or it's equivalent	N/A	Municipal Treasurer's Office LGU-Hernani, E. Samar

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;
2. Performance rating **in the last rating period** (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:

EDILBERTO L. MACASOJOT
HRMA
LGU-HERNANI, E. SAMAR
edil.macasojot@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.