



Republic of the Philippines  
Province of Northern Samar  
**MUNICIPALITY OF LAS NAVAS**

**Request for Publication of Vacant Positions**

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

To: **CIVIL SERVICE COMMISSION (CSC)**  
**NORTHERN SAMAR FIELD OFFICE**

This is to request the publication of the following vacant positions of LGU-LAS NAVAS in the CSC website:

  
**MINDA MERCADER - TAN**  
Municipal Mayor  
June 6, 2018

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Clerk (35)	N/A	N/A	Php50.00 - Php500.00	College Level	None Required	None Required	None Required		Mayor's Office, Accounting, MTO, LCR, MSWDO, MHO, SB, Assessor's Office & CDLN
2	Utility Worker (10)	N/A	N/A	Php50.00 - Php500.00	Elementary School Graduate	None Required	None Required	None Required		Mayor's Office
3	Social Worker Officer (1)	N/A	N/A	Php700.00 - Php800.00	Graduate in BS in Social Works	None Required	None Required	None Required		MSWDO
4	Instructor (4)	N/A	N/A	Php350.00 - Php700.00	Bachelor's Degree relevant to the job	None Required	None Required	None Required		COLEGIO DE LAS NAVAS

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 June 25, 2018.

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:

MINDA MERCADER - TAN

Municipal Mayor

Mayor's Office, 2nd Floor, Las Navas Municipal

Building, Las Navas, Northern Samar, or email to

[lgulasnavas@gmail.com](mailto:lgulasnavas@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**