



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  
Date: June 6, 2018

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	Admin. Aide - I (Utility Worker - I)	10.1 & 10.2	1	Php8,408.00	Must be able to read and write	None Required	None Required	None Required MC11,s.96-Cat.III		Mayor's Office
2	Admin. Aide - IV (Clerk - II)	3.1 & 3.2	4	Php10,139.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
3	Admin. Aide - IV (HRM Aide)	5	4	Php10,139.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
4	Admin. Aide - IV (Accounting Clerk-I)	37	4	Php10,139.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Accounting Office
5	Admin. Aide - VI (Data Controller - I)	7	6	Php11,472.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
6	Admin. Aide - VI (Data Controller - I)	22.1	6	Php11,472.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Civil Registrar
7	Admin. Assistant III (Senior Bookkeeper)	34	9	Php13,026.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Accounting Office
8	Instructor - I	52 & 53	12	Php16,612.00	Master's Degree	None Required	None Required	PBET/LET/RA1080		CDLN

9	Licensing Officer - II	11.3	15	Php23,208.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Mayor's Office
10	Market Inspector	6	6	Php11,472.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
11	Pharmacist - I	46.1	11	Php20,179.00	Bachelor's degree in Pharmacy	None Required	None Required	RA1080		MHO
12	SWO-III	49	18	Php30,468.00	Bachelor of Science in Social Works	8 hours relevant training	2 years of relevant experience	Social Worker Eligibility		MSWDO
13	Teacher - I (Senior High School)	57 & 59	11	Php15,134.00	Bachelor's Degree with a major in the relevant strand/subject and with at least fifteen (15) units of specialization in the relevant strand/subject	None Required	None Required	RA1080(LET)		CDLN
14	Teacher - I (Secondary Grades)	58	11	Php15,134.00	Bachelor's Degree in Education or its equivalent with a major or minor, or Bachelor's Degree in Arts and Sciences with at least ten (10) units in professional education	None Required	None Required	RA1080(LET)		CDLN

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 30, 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:

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