


Republic of the Philippines  
Municipality of Lavezares  
PROVINCE OF NORTHERN SAMAR  
  
Request for Publication of Vacant Positions



ENGR. QUINTIN B. SALUDAGA  
Municipal Mayor

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-LAVEZARES, N. SAMAR in the CSC website:

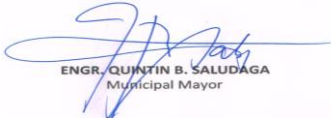
Date: 06-Jun-18

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)	6.-4	1./1	Php7,486.00	Must be able to read and write	None Required	None Required	None Required		Office of the Mayor
2	Accountant II	62	16./1	Php22,533.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080		Accounting Office
3	Bookbinder I	64	2./1	Php8,000.00	Elementary School Graduate	None Required	None Required	None Required		Assessor's Office
4	Stenographer II (B)	61	6./1	Php10,388.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional First Level Eligibility		SB Office
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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 15, 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:



ENGR. QUINTIN B. SALUDAGA  
Municipal Mayor

Office of the Mayor, LGU-Lavezares, 6404 Northern Samar  
[lavezaresju@gmail.com](mailto:lavezaresju@gmail.com)

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