

Republic of the Philippines
LGU MATUGUINAO, SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Matuguinao, Samar in the CSC website:


MELISSA A. DELA CRUZ, CPA, LLB
Municipal Mayor

Date: 1/03/2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker I)	39	I	107,208.00	must be able to read and write	none required	none required	none required		Matuguinao, 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 January 8, 2019.

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 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:

Melissa A. Dela Cruz, CPA, LLB
Municipal Mayor
LGU Matuguinao, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Day Care Worker I	23	6	146,268.00	High School Graduate	None Required	None Required	None Required		Matuguinao, Samar
2	Admin. Aide III (Driver I)	7	3	121,524.00	Elementary School Graduate	None Required	None Required	Professional Driver License		Matuguinao, Samar
3	Admin. Aide III (Driver I)	21	3	121,524.00	Elementary School Graduate	None Required	None Required	Professional Driver License		Matuguinao, Samar
4	Admin. Aide III (Driver I)	22	3	121,524.00	Elementary School Graduate	None Required	None Required	Professional Driver License		Matuguinao, Samar

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Accountant	50	24	747,648.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None Required	3 years experience in the treasury or accounting service	RA 1080/CPA		Matuguinao, Samar
2	Midwife I	68	9	209,676.00	Completion of the Midwifery Course	None Required	None Required	RA 1080/MIDWIFE		Matuguinao, Samar
3	Admin. Aide III(Utility Worker II)	18	3	121,524.00	Must be able to read and write	None Required	None Required	None Required		Matuguinao, Samar
4	Admin. Aide III(Utility Worker II)	19	3	121,524.00	Must be able to read and write	None Required	None Required	None Required		Matuguinao, Samar
5	Admin. Aide III(Utility Worker II)	20	3	121,524.00	Must be able to read and write	None Required	None Required	None Required		Matuguinao, Samar
6	Admin. Aide III(Utility Worker II)	48	3	121,524.00	Must be able to read and write	None Required	None Required	None Required		Matuguinao, Samar

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