



REPUBLIC OF THE PHILIPPINES  
 PROVINCE OF EASTERN SAMAR  
 MUNICIPALITY OF MERCEDES

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: **MICHAEL M. DELA CRUZ**  
 DIRECTOR II  
 CSC FIELD OFFICE  
 BORONGAN CITY, EASTERN SAMAR

This is to request the publication of the following vacant positions of LGU - Mercedes Eastern Samar in the CSC website:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignmer
					Education	Training	Experience	Eligibility		
1	Admin. Aide IV( Electrician I)	7-23	SG- 4	12,411.00	high School Grad or Completion of relevant vocational trade course.	NONE REQUIRED	NONE REQUIRED	Electrician (building wiring 250 volts)	N/A	Mercedes 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](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:

*for answer*  
**DAISY M. ABLAY**  
 HRMA

LGU - MERCEDES EASTERN SAMAR

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*for answer*  
**DAISY M. ABLAY**  
 HRMA  
 12/20/2018