

Republic of the Philippines  
LGU-San Julian  
Request for Publication of Vacant Position

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-San Julian in the CSC website:

  
MERLYN P. DERATAS  
HRMO

Date: 10 - 24 - 18

| No. | Position Title<br>(Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards    |               |               | Competency (if applicable)                                    | Place of Assignment |                               |
|-----|--|--------------------|------------------------|----------------|----------------------------|---------------|---------------|---|---------------------|-------------------------------|
|     |  |                    |                        |                | Education                  | Training      | Experience    |   |                     |                               |
| 1   | Administrative Aide IV (Driver II)                     | 7-b                | 4                      | 8,872.00       | Elementary School Graduate | None Required | None Required | Professional Driver's License (MC 11.s.1996-CAT II) 1st level | N/A                 | LGU-San Julian Mayor's Office |

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 November 8, 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 last rating period (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:

MERLYN P. DERATAS  
HRMO III  
LGU-San Julian, Eastern Samar  
[lgusnjulian6814@yahoo.com](mailto:lgusnjulian6814@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.