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CSC Form No. 9
Series of 2017

Republic of the Philippines
Province of Northern Samar
Municipality of Silvino Lubos
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Silvino Lubos in the CSC website:


HON. REMEDIOS T. ESPINAR
Municipal Mayor

Date: June 20, 2018

No.	Casual Position	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
5	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Mayor's Office
1	Admin. Aide			P300.00	Must be able to read and write	None required	None required	None required		Mayor's Office
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Accounting Office
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		MENRO
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		DSWDO
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Assessor's Office
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Budget Office
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		MAO
1	Admin. Aide			P300.00	Must be able to read and write	None required	None required	None required		RHU
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Treasurer's Office
1	Office Aide			P300.00	Completion of 2 years in College	None required	None required	None required		Admin. 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 15 days.

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:

HON. REMEDIOS T. ESPINAR
Municipal Mayor
Pob. 2, LGU Silvino Lubos, N. Samar
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.