

Republic of the Philippines
SILVINO LUBOS NORTHERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

NORMA B. TENEDERO

HRMO

Date: Dec. 12, 2018

No.	Casual Position	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Mayor's Office
1	Admin. Aide	None	None	300/Day	Must be able to read and write	None Required	None Required	None Required		Mayor's Office
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Accounting Office
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Menro
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		DSWDO
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Assessor
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Budget Office
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		MAO
1	Admin. Aide	None	None	300/Day	Must be able to read and write	None Required	None Required	None Required		RHU
1	Office Aide	None	None	300/Day	Completion of 2 years in College	None Required	None Required	None Required		Treasurer's Office
1	Office Aide	None	None	250/Day	Completion of 2 years in College	None Required	None Required	None Required		Admin. Office
2	Office Aide	None	None	250/Day	Completion of 2 years in College	None Required	None Required	None Required		Accounting Office
2	Office Aide	None	None	300/Day	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 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:


NORMA B. TENEDERO

Human Resource Management Officer - I
SILVINO LUBOS, NORTHERN SAMAR
normabtenedero_lgu@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.