

Republic of the Philippines
Local Government Unit , Taft, Eastern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions: Local Government Unit Of Taft


HON. MARIAN JUNE E. LIBANAN
Municipal Mayor

Date: June 19, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Officer I (HRMO II)	1.1.16	11	15,134.25	Bachelor Degree Relevant to the job	None Required	None Required	Career Service Professional/2nd Level	N/A	Office of the Mayor
2	Admin. Aide I	1.1.10	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/A	Office of General Services
5	Security Guard I	1.1.7	3	9,009.75	Must be able to read and write	None Required	None Required	Security Guard License	N/A	Office of the Mayor

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;
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:

JESSICA D. ELLE

ADMIN. AIDE IV/HRMO-DESIGNATE

LGU- TAFT, EASTERN SAMAR

jesstaf76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.