

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

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

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

  
JESSICA D. ELLE  
HRMO

Date: October 2, 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. Aide I	1.13.9	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the General Service
2	Admin. Aide I	1.13.13	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the General Service
3	Admin. Aide I	1.13.17	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/A	Office of the General Service

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 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:

JESSICA D. ELLE  
Admin. Aide Officer II (HRMO I)  
LGU - Taft, Eastern Samar  
[jesstaft76@gmail.com](mailto:jesstaft76@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**