

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

  
**JESSICA D. ELLE**  
HRMO

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

Date: December 27, 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 1	1.13.10	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/a	Office of the General Services
2	Admin.Aide 1	1.13.19	1	7,882.50	Must be able to read and write	None Required	None Required	None Required	N/a	Office of the General Services
3	Day Care Worker 1	1.1.10	6	10,755.00	High School Graduate	None Required	None Required	None Required	N/a	Mayor's Office
4	Day Care Worker 1	1.1.11	6	10,755.00	High School Graduate	None Required	None Required	None Required	N/A	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 \_\_\_\_\_.

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

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