

Republic of the Philippines
Province of Northern Samar
LOCAL GOVERNMENT UNIT - VICTORIA

Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of LGU-VICTORIA, NORTHERN SAMAR in the CSC website:


JOSE G. ARDALES
(Head of Agency)

Date: June 8, 2018

No. of Casual Position	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Rate per Day	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
12	Administrative Aide III (Clerk 1)	N/A	3	Php200/day	Completion of Two Years Studies in College	None Required	None Required	None Required		Legislative & Executive Office-LGU-Victoria N. Samar
4	Administrative Aide III (Driver 1)	N/A	3	Php200/day	Elementary School Graduate	None Required	None Required	Driver's License		Legislative & Executive Office-LGU-Victoria N. Samar
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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 **June 30, 2018**.

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 two semester preceding this application.
3. Photocopy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.
5. PWD's and other differently able person are encourage to apply.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JOSE G. ARDALES
Municipal Mayor
Access Road, Brgy. Zone III, Victoria N. Samar
jguvictoria50@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.