

Republic of the Philippines  
LGU BOBON  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



CLARA C. GREMIO  
(Head of Agency)

Date: September 11, 2019

No.	Position Title	Plantilla Item No.	Salary Grade/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE - IV (CLERK III)	19-3	6/1	10,388.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		MUNICIPAL ACCOUNTING OFFICE
2										

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 **September 27, 2019.**

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 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:

CLARA C. GREMIO  
Municipal Mayor  
Brgy. General Lucban, Bobon Northern Samar  
[clara13.gremio@gmail.com](mailto:clara13.gremio@gmail.com)

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