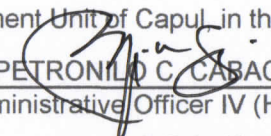


Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF CAPUL  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Capul in the CSC website:

  
PETRONILO C. CABACANG  
Administrative Officer IV (HRMO II)  
Date: 8-Feb-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Planning and Development Coordinator)	1041-24	24	43,451.80	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in development planning or related field	RA 1080 (Environmental Planner)	N/A	Municipal Planning and Development Office
2	Accountant II	1081-31	15	19,007.40	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Accountant's Office
3	Senior Bookkeeper	1081-32	9	11,790.40	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Accountant's Office
4	Revenue Collection Clerk 1	1091-32	5	8,950.70	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office
5	Administrative Aide III (Bookbinder I)	1011-12	3	7,865.10	Elementary School Graduate	None Required	None Required	None Required (MC II, s.96-Cat. III)	N/A	Mayor's Office
6	Administrative Aide III (Bookbinder I)	1011-13	3	7,865.10	Elementary School Graduate	None Required	None Required	None Required (MC II, s.96-Cat. III)	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 February 23, 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 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:

PETRONILO C. CABACANG  
Administrative Officer IV (HRMO II)  
LGU Capul, Northern Samar  
[pattcabacang66@gmail.com](mailto:pattcabacang66@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.