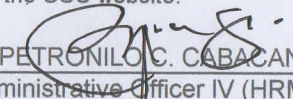


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF CAPUL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


PETRONILO C. CABACANG
Administrative Officer IV (HRMO II)

Date: 6/9/2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency applicable) (if	
1	Administrative Aide IV	N/A	4	8,726.80	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
2	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
4	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
5	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
6	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
7	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
8	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Mayor's Office
9	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Office of the LDRRMO
10	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Office of the LDRRMO
11	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Municipal Accountant Office
12	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Municipal Accountant Office
13	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Office of the LDRRMO
14	Administrative Aide III	N/A	3	8,192.40	Completion of two years studies in college	None Required	None Required	None Required	N/A	Municipal Treasurer 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;
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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.