

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: 6/4/2019

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	Administrative Aide IV	N/A	4	8,161.00	Completion of 2 yrs in colleg	None Required	None Required	None Required	N/A	Mayor's Office
2	Administrative Aide III	N/A	3	7,618.00	Completion of 2 yrs in colleg	None Required	None Required	None Required	N/A	Mayor's Office
3	Administrative Aide III	N/A	3	7,618.00	Completion of 2 yrs in colleg	None Required	None Required	None Required	N/A	Mayor's Office
4	Administrative Aide III	N/A	3	7,618.00	Completion of 2 yrs in colleg	None Required	None Required	None Required	N/A	Mayor's Office
5	Administrative Aide III	N/A	3	7,618.00	Completion of 2 yrs in colleg	None Required	None Required	None Required	N/A	Mayor's Office
6	Administrative Aide III	N/A	3	7,618.00	Completion of 2 yrs in colleg	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 June 18, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.