

Republic of the Philippines
(LGU-Catubig Northern Samar)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-CATUBIG in the CSC website:

E. Diaz
ESTELITA H. DIAZ
HRMO-III

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Accounting Clerk II)	1081-59	6/1	P11,472.00	Completion of two years studies in college.	None required	None required	Career Service (Subprofessional)		LGU-Catubig Office of the Municipal Accountant

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 Dec. 6, 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:

ESTELITA H. DIAZ

HRMO-III

F. De Asis Street . Brgy 1 , Poblacion , Catubig N. Samar

lita.diaz142@gmail.com / 09063647321 - Password

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.