

Republic of the Philippines  
LGU - Gamay, Northern Samar  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LOCAL GOVERNMENT UNIT, Gamay, Northern Samar in the CSC website:

  
**DR. TIMOTEO T. CAPOQUIAN JR.**  
Municipal Mayor  
Date:

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 Administrator	1031 - 15	24	54,974.00	Bachelor's degree preferably in Public Administration, Law or any related course	None Required	3 years experience in management and administration work	First grade or its equivalent		Mun. Administrator's Office
2	Administrative Assistant - I (Secretary - I)	1011 - 5.1	7	11,441.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional		Mayor's Office
3	Administrative Assistant - I (Secretary - I)	1021 - 5.2	7	11,441.00	Completion of two years studies in college	None Required	None Required	Career Service Subprofessional		Vice 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 15, 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:

EVELYN B. ABLAY  
Human Resource Management Officer III  
Municipal Hall, Brgy. Central, Gamay N. Samar  
[vl nablay@gmail.com](mailto:vl nablay@gmail.com)

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