

Republic of the Philippines
(Name of Agency)
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 Gandara, Samar in the CSC website:


EUFEMIO S. OLIVA
Municipal Mayor

Date: February 11, 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 I	GWS-2019-L1	SG-1	P8, 934	must be able to read	None Required	None Required	None Required	N/A	Office of the Gandara
	(LABORER I)				& write					Water System
2	ADMINISTRATIVE AIDE I	GWS-2019-L2	SG-1	P8, 934	must be able to read	None Required	None Required	None Required	N/A	Office of the Gandara
	(LABORER I)				& write					Water System
3	ADMINISTRATIVE AIDE I	GWS-2019-L3	SG-1	P8, 934	must be able to read	None Required	None Required	None Required	N/A	Office of the Gandara
	(LABORER I)				& write					Water System
4	ADMINISTRATIVE AIDE I	GWS-2019-L4	SG-1	P8, 934	must be able to read	None Required	None Required	None Required	N/A	Office of the Gandara
	(LABORER I)				& write					Water System

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 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:

HON. EUFEMIO S. OLIVA
Municipal Mayor
LGU, Gandara, Samar
albumanglag@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.