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 8, 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) | | | | & 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) | | | | & 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) | | | | & 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) | | | | & 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.