


Republic of the Philippines
Municipality of Guiuan
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 of Guiuan in the CSC website:

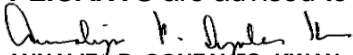

HON. ANNALIZA P. GONZALES-KWAN
Municipal Mayor
Date: September 04, 2020

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|----------------------|--------------------|------------------------|----------------|------------------------------------|---------------|---------------|---------------|----------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Aide | 129 | 1 | 9,818 | Completion of two years in college | None required | None required | None required | | Accounting Office |
| | I (Utility Worker I) | | | | | | | | | |
| | | | | | | | | | | |

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 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:


HON. ANNALIZA P. GONZALES-KWAN
Municipal Mayor
LGU, Guiuan, Eastern Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.