

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. CHRISTOPHER SHEEN P. GONZALES

(Head of Agency)

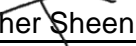
Date: January 3, 2019

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 assistant II (Accounting Clerk III)	17	8	13,840	Completion Of two(2) years studies in College	4 hours of relevant training	One (1) year of relevant experience	CS(Sub Professional) (1st level position)		Accounting 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 _____.

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. Christopher Sheen P. Gonzales
Municipal Mayor
Guiuan Eastern Samar
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.