

Republic of the Philippines  
Local Government Unit  
Jipapad Eastern Samar  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the (CSC) Local Government Unit, Jipapad Eastern Samar in the CSC Website

*Delia G. Monleon*  
HON. DELIA G. MONLEON

(Head of Agency)

Date: 01 | 22 | 2019

No	Position Title	Plantilla No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Head 1 (Municipal Agriculturist 1)	50	24	51,309.00	Bachelors Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None- Required	Three (3) Years Experience	R.A. 1080	Local Government Unit, Jipapad E. Samar
2	Day Care Worker 1	49	6	10,038.00	High School Graduate	None- Required	None- Required	None-Required	MSWDO Office, LGU Jipapad E. Samar
3	Revenue Collection Clerk 1	30	5	9,437.00	A completion of at least Two (2) Years in College	None- Required	None- Required	Civil Service Sub- Professional Eligibility or its	Municipal Treasurer's Office, LGU, Jipapad E. Samar

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 February 01, 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:

*Delia G. Monleon*  
HON. DELIA G. MONLEON  
Municipal Mayor  
Barangay 01, Jipapad E. Samar  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.