

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)

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	Local DRRM Officer IV	2-A-1	22	41,102.00	Bachelor's Degree	Sixteen (16) Hours of Relevant Training	Three (3) Years of Relevant Experience	Career Service Professional/2nd Level Eligibility	None	Office of the Municipal Mayor
2	Local DRRM Officer 1	2-A-2	11	14,125.00	Bachelor's Degree	None Required	None Required	Career Service Professional/2nd Level Eligibility	None	Office of the Municipal Mayor
3	Supervising Administrative Officer (Human Resource Management Officer IV)	3-A-1	22	41,102.00	Bachelor's Degree	Sixteen (16) Hours of Relevant Training	Three (3) Years of Relevant Experience	Career Service Professional/2nd Level Eligibility	None	Office of the Municipal Mayor
4	Midwife II	39	11	20,179.00	Completion of the Midwifery Course	Eight hours of relevant training	Two years of relevant experience	R. A. 1080	None	LGU-Health 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 March 15, 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;
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. DELIA G. MONLEON
Municipal Mayor
Barangay 01, Jipapad E. Samar
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.