

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF KAWAYAN  
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 Local Government Unit of Kawayan in the CSC website:

Date: April 27, 2020

*Teresita I. Atuel*  
TERESITA I. ATUEL  
HRMO

| No. | Position Title<br>(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 III (Driver I)                         | MHO-ADA3 (DRV1)-2  | SG 3/S1                | 12,466         | Elementary School Graduate   | None Required | None Required | Driver's License (MC No. 30, s. 1997- CAT IV)                          |                     | Mun. Health Office, LGU Kawayan            |
| 2   | Administrative Aide V (Audio-Visual Equipment Operator II) | MO-ADA5 (AVEO2)    | SG 5/S1                | 9,805          | High School Graduate or Completion of vocational/trade course relevant                                   | None Required | None Required | Audio-Visual Equipment Operator/Technician (MC No. 10, s. 2013-Cat II) |                     | Mun. Mayor's Office, LGU Kawayan           |
| 3   | Administrative Aide III (Illustrator I)                    | MPDO-ADA3 (ILTOR1) | SG 3/S1                | 8,726          | Completion of two years studies in college or High School Graduate with relevant vocational trade course | None Required | None Required | Illustrator (MC No. 10, s. 2013-Cat II)                                |                     | Mun. Planning & Dev't. Office, LGU Kawayan |

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 May 15, 2020.

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 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:

TERESITA I. ATUEL