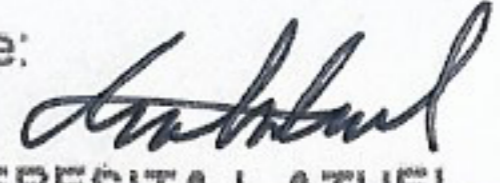


Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:


TERESITA I. ATUEL
AO IV/HRMO II

Date: Sept. 13, 2019

| No. | Position Title (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) | MO - ADA3 (DRV I) | SG 3/S1 | 8,475.00 | Elementary School Graduate | None Required | None Required | Driver License (MC 11 S. 96- CAT II) | | LGU KAWAYAN |
| | X-X-X-X-X-X-X-X | | | | | | | | | |

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 Sept. 30, 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 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
AO IV/HRMO II
LGU Kawayan, Poblacion, Kawayan, Biliran
tiaatuel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.