

Republic of the Philippines
LOCAL GOVERNMENT UNIT, LAOANG, NORTHERN SAMAR
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 Laoang in the CSC website:

JEROME T. ONG
HRMO

Date: July 10, 2020

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 OFFICER I	1011-4.1	11	18,969.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	NOT REQUIRED	NOT REQUIRED	Career Service Professional/Appropriate Eligibility for 2nd level position		Mayor's Office Laoang, N. Samar
2	ADMINISTRATIVE AIDE IV (CLERK II)	1011-5.1	3	11,736.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NOT REQUIRED	NOT REQUIRED	Career Service SubProfessional/Appropriate Eligibility for 1st level position		Mayor's Office Laoang, N. Samar
3	DATA ENCODER II	1051-31	8	14,879.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NOT REQUIRED	NOT REQUIRED	Data Encoder		LCRO, Laoang, N. Samar
4	ASSESSMENT CLERK III	1101-51.2	9	15,966.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	Career Service SubProfessional/Appropriate Eligibility for 1st level position		Assessor's Office, Laoang, N. Samar
5	0									

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 July 27, 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;
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:

JEROME T. ONG
HRMO IV
E. Lagrimas St., Brgy Guilaorange, Laoang, N. Samar
jerometong@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.