

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: August 6, 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	Draftsman I	1101-28.2, 8751-28.3	6	12,620.00	COMPLETION OF TWO YEARS IN COLLEGE/VOCATIONAL/TRADE COURSE	NONE REQUIRED	NONE REQUIRED			Office of the Municipal Engineer, Laoang, N. Samar
2	Administrative Officer II	1011-7	15	25,951.00	Bachelor's degree relevant to the job	4hours relevant training	1 year relevant experience	Career Service Professional/Appropri- ate Eligibility for 2nd level position		Office of the Mayor, Laoang, N. Samar
3	Human Resource Management Officer IV	1032-16	22	55,521.00	Bachelor's degree relevant to the job	16hours relevant training	3 years relevant experience	Career Service Professional/Appropri- ate Eligibility for 2nd level position		Office of the Mayor, Laoang, N. Samar
4										
5										

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 August 23, 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:

JEROME T. ONG

HRMO III

E. Lagrimas St., Brgy Guilaorange, Laoang, N. Samar

jerometong@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Cashier I	1091-44.10	10	16,348.00	Bachelor's degree relevant to the job	none required	none required	Career Service Professional/Appropriate Eligibility for 2nd level position		Office of the Treasurer Laoang, N. Samar
2	Municipal Budget Officer	1071-32	24	70,895.00	Bachelor's degree preferably in accounting, economics, public administration or any related course from a recognized college or university	none required	3 years budgeting experience	First Grade Civil Service Eligible or its equivalent		Office of the Budget Officer, Laoang, N. Samar
3	Cashier II	1091-44.11	14	23,592.00	Bachelor's degree relevant to the job	4hours relevant training	1 year relevant experience	Career Service Professional/Appropriate Eligibility for 2nd level position		Office of the Treasurer Laoang, N. Samar
4	Administrative Assistant II (Cash Clerk III)	1091-40	8	14,244.00	Completion of two years in college	8hours relevant training	2 year relevant experience	Career Service SubProfessional/Appropriate Eligibility for 1st level position		Office of the Treasurer Laoang, N. Samar
5	Revenue Collection Clerk II	1091-41	7	13,377.00	Completion of two years in college	None required	None required	Career Service SubProfessional/Appropriate Eligibility for 1st level position		Office of the Treasurer Laoang, N. Samar

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