

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: September 1, 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 AIDE IV (CLERK II)	1011-4.2	4	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
2										
3										
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 September 21, 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:

JEROME T. ONG

HRMO IV

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

[jerometong@yahoo.com](mailto:jerometong@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.