

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: December 28, 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	LEGAL ASSISTANT II	1011-2	12	20,821.00	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS RELEVANT TRAINING	1 YEAR RELEVANT EXPERIENCE	Career Service (Professional); Appropriate eligibility for Second Level positions		Mayor's Office, Laoang, N. Samar

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 January 15, 2021

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 Guilaoange, Laoang, N. Samar
jerometong@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.