



Republic of the Philippines  
Province of Northern Samar  
**MUNICIPALITY OF LAS NAVAS**

**Request for Publication of Vacant Positions**

To: **CIVIL SERVICE COMMISSION (CSC)  
NORTHERN SAMAR FIELD OFFICE**

This is to request the publication of the following vacant positions of LGU - LAS NAVAS in the CSC website:

  
**MINDA MERCADER - TAN**

Municipal Mayor

Date: February 7, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if)	Place Assign
					Education	Training	Experience	Eligibility		
1	Admin. Aide - II (Book Binder - I)	22.2	2	Php 9,409.00	Elementary School Graduate	None Required	None Required	None Required MC 11, s.96 - Cat.III		Municipal Registrar

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, member of Indigenous Communities irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attached the following documents to the application letter and send to the address below not later than February 22, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

MINDA MERCADER -TAN

Municipal Mayor

Mayor's Office, 2nd Floor, Las Navas Municipal  
Building, Las Navas, Northern Samar, or email to

[lgulasnavas@gmail.com](mailto:lgulasnavas@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

