



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

Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO
must be in MS Excel format

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

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - LAS NAVAS in the CSC website:

ARLITO A. TAN
Municipal Mayor

Date: March 31, 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	ADMIN. AIDE - IV ASSESSMENT CLERK - I)	32	4	11,046	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Assessor's Office
2	INSTRUCTOR - I	51 & 52	12	19,596.00	Master's Degree	None Required	None Required	RA1080 (LET)		CDLN
3	MIDWIFE - II	45.2	11	22,316.00	Completion of Midwifery Course	None Required	None Required	RA1080		Municipal Health Office
4	REVENUE COLLECTION CLERK - I	26.3	5	11,713.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office
5	SECURITY AGENT - I	4.2	8	14,004.00	Completion of two years studies in college	One (1) year of relevant experience	Four (4) hours of relevant trainings	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
6	TEACHER - I (Senior High School/ABM Strand)	57	11	17,853.00	Bachelor's Degree with a major in relevant strand/subject and with atleast fifteen (15) units of specialization in the relevant strand/subject	None Required	None Required	RA 1080 (LET)		CDLN
*****NOTHING FOLLOWS*****										

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, members of Indigenous Communities irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than April 15, 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:

LEOMAR J. ORSOLINO

HRMO-III

HRM Section, 2nd Floor, Las Navas Municipal Hall, Las
Navas, Northern Samar 6420

leomar34orsolino@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

CS Form No. 9
Series of 2018



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Province of Northern Samar
MUNICIPALITY OF LAS NAVAS

Request for Publication of Vacant Positions

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

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ARLITO M. TAN
Municipal Mayor

Date: 5/20/2020

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Rate/Day	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Accounting Clerk (4)	N/A	3	Php 150.00- Php500.00	Completion of two years studies in college	None Required	None Required	None Required		Municipal Accounting Office
2	Accountant	N/A	3	Php500.00 - Php1,200.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA1080		COLEGIO DE LAS NAVAS
3	Clerk (35)	N/A	3	Php150.00 - Php500.00	College Level	None Required	None Required	None Required		Mayor's Office, LCR, MSWDO, MHO, SB & Assessor's Office, Colegio De Las Navas
4	Electrician	N/A	3	Php 150.00- Php500.00	High School Graduate or Completion of relevant vocational trade course	None Required	None Required	Electrician (Building Wiring (-250 volts)		Mayor's Office
5	Engineering II	N/A	3	Php600.00- Php1,200.00	Bachelor's Degree in Civil Engineering	None Required	None Required	RA1080		Municipal Engineering Office
6	Driver (5)	N/A	3	Php 150.00- Php500.00	Elementary School Graduate	None Required	None Required	Driver License MC 11, s.96 - Cat II)		Mayor's Office, DRRMO and Municipal Health Office
7	Instructor (4)	N/A	3	Php350.00 - Php700.00	Bachelor's Degree relevant to the job	None Required	None Required	RA 1080		COLEGIO DE LAS NAVAS

8	Nurse	N/A	3	Php250.00 - Php500.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		COLEGIO DE LAS NAVAS
9	Psychologist	N/A	3	Php250.00 - Php500.00	Bachelor's degree in Psychology	None Required	None Required	Related RA 1080		COLEGIO DE LAS NAVAS
10	Revenue Collection Clerk	N/A	3	Php 150.00- Php500.00	Completion of two years studies in college	None Required	None Required	None Required		Municipal Treasurer's Office
11	Security Agent (2)	N/A	3	Php 150.00- Php500.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	None Required		Mayor's Office
12	Utility Worker (10)	N/A	3	Php50.00 - Php250.00	Elementary School Graduate	None Required	None Required	None Required		Offices of Executive & Legislative Departments including the premises of LGU Municipal Building

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons with Disabilities, members of Indiginous Communities irrespective of sexual orientation and gender to apply and signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 4, 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; (if applicable) and
4. Photocopy of Diploma/Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

ARLITO A. TAN
 Municipal Mayor
 Mayor's Office, 2nd Floor, Las Navas Municipal
 Building, Las Navas, Northern Samar, or email to
lgulasnavas@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

