



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

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: 14-Jun-19

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	Clerk (35)	N/A	N/A	Php50.00 - Php500.00	College Level	None Required	None Required	None Required		Mayor's Office, LCR, MSWDO, MHO, SB & Assessor's Office, Colegio De Las Navas
2	Utility Worker (10)	N/A	N/A	Php50.00 - Php500.00	Elementary School Graduate	None Required	None Required	None Required		Offices of Executive & Legislative Departments including the premises of LGU Municipal Building
3	Accounting Clerk (3)	N/A	N/A	Php 50.00-Php500	Completion of two years studies in college	None Required	None Required	None Required		Municipal Accounting Office
4	Revenue Collection Clerk	N/A	N/A	Php 50.00-Php500	Completion of two years studies in college	None Required	None Required	None Required		Municipal Treasurer's Office

5	Security Agent	N/A	N/A	Php 50.00- Php500	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	None Required		Mayor's Office
6	Electrician	N/A	N/A	Php 50.00- Php500	High School Graduate or Completion of relevant vocational trade course	None Required	None Required	Electrician (Building Wiring (-250 volts)		Mayor's Office
7	Instructor (10)	N/A	N/A	Php350.00 - Php700.00	Bachelor's Degree relevant to the job	None Required	None Required	RA 1080		COLEGIO DE LAS NAVAS

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, and member 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 June 27, 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 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:

MINDA MERCADER -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.