



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: September 18, 2019

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 (Electrician-I)	9.1	4	10,571.00	High School Graduate or Completion of relevant vocational/trade course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11, s.96-Cat.I)		Mayor's Office
2	LICENSING OFFICER - II	11.3	15	24,425.00	Bachelor's Degree	1 year relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Mayor's Office
3	ADMIN. AIDE - VI (DATA CONTROLLER - I)	22.1	6	11,878.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat.I) First Level Eligibility		Municipal Civil Registrar's Office
4	ADMIN. AIDE - II (BOOKBINDER - I)	22.2	2	9,409.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96-Cat.III)		Municipal Civil Registrar's Office
5	ADMIN. AIDE - VI (ASST. CLERK-II)	31	6	11,878.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Assessor's Office
6	MIDWIFE - III	43	13	25,232.00	Completion of Midwifery Course	1 year relevant experience	4 hours of relevant training	RA 1080		Health Officer's Office
7	SANITATION INSPECTOR - I	44.2	6	14,487.00	Completion of two years studies in college	1 year relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Municipal Health Officer's Office
8	INSTRUCTOR I	51, 52, 53	12	18,350.00	Master's Degree	None required	None required	PBET/LET/RA 1080		CDLN

9	TEACHER I (Secondary Grades)	58	11	16,603.00	Bachelor's Degree in Education or its equivalent with a major or minor, or Bachelor's Degree in Arts and Sciences with at least ten (10) units in professional education	None required	None required	PBET/LET/RA 1080	CDLN
10	TEACHER I (Senior High School)	59	11	16,603.00	Bachelor's Degree with a major in relevant strand/subject and with at least fifteen (15) units of specialization in the relevant strand/subject	None required	None required	PBET/LET/RA 1080	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 October 3, 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 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  


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 HRMO-III  


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


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[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.