



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

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

Request for Publication of Vacant Positions

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:


MINDA M. TAN
Municipal Vice-Mayor

Date: October 31, 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	
1	BOARD SECRETARY - V (SECRETARY TO THE SANGGUNIANG BAYAN I	13	24	66,725.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None required	None required	First Grade or its equivalent	Office of the Sangguninang Bayan
*****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 November 15, 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 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
Navas, Northern Samar 6420
leomar34orsolino@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.