



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:

**ARLITO A. TAN**  
Municipal Mayor

Date: November 15, 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	MIDWIFE - I	46.4	9	17,975.00	Completion of Midwifery Course	None required	None required	RA1080		Municipal Health Officer's
2	ADMIN. AIDE - III (DRIVER - I)	9.3, 9.4 & 9.5	3	9,973.00	Elementary School Graduate	None required	None required	Driver License		Mayor's Office
3	ENGINEER - II	40.1	16	15,386.00	Bachelor's degree in Engineering	4 hours of relevant training	1 year relevant experience	RA 1080		Municipal Agriculture Office
4	License Inspector - II	11.7	8	13,406.00	Completion of two years studies in college.	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
5	Senior Agriculturist	48.9 & 48.10	18	32,510.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	8 hours of relevant training	2 years relevant experience	Relevant RA1080		Agriculture Office
6	Draftsman - I(B)	40.2	6	11,878.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11,s.96-Cat.1) First Level Eligibility		Municipal Engineering Office
7	ADMIN. AIDE - II (Bookbinder - I)	14 & 14.1	2	9,409.00	Elementary School Graduate	None required	None required	None required (MC 11,s.96-Cat.III)		Office of the Sangguniang Bayan

8	ADMIN. AIDE - I (Utility Worker - I [B])	14.2, 14.3, 14.4 & 14.5	1	8,854.00	Must be able to read and write.	None required	None required	None required (MC 11,s.96-Cat.III)	Office of the Sangguniang 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 December 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  
HRMO-III  
Navas, Northern Samar 6420  
[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.