



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

Request for Publication of Vacant Positions

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:

**ARLITO A. TAN**  
Municipal Mayor

Date: December 16, 2019

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 (3)	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	Php200.00 - Php700.00	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	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
6	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

7	Nurse	N/A	3	Php250.00 - Php500.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080		COLEGIO DE LAS NAVAS
8	Psychologist	N/A	3	Php250.00 - Php500.00	Bachelor's degree in Psychology	None Required	None Required	Related RA 1080		COLEGIO DE LAS NAVAS
9	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
10	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
11	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, 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 January 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 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](mailto:lgulasnavas@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



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:

*(Signature)*  
**ARLITO A. TAN**  
Municipal Mayor

Date: December 16, 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	Teacher - I (Senior High School/ABM Strand)	57	11	16,603.00	Bachelor's Degree in with a major in relevant strand/subject and with atleast fifteen (15) units of specialization in the relevant strand/subject	None Required	None Required	RA1080 (LET)		CDLN
*****NOTHING FOLLOWS*****										

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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  
HRM Section, 2nd Floor, Las Navas Municipal Hall, Las Navas, Northern Samar 6420  
[leomar34orsolino@gmail.com](mailto:leomar34orsolino@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.