



Republic of the Philippines
Province of Eastern Samar

Municipality of Lawaan



SEP 06 2019 2:25 P.M.

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of LGU-LAWAAN in the CSC website:

Athen
HON. ATHENE L. MENDROS
Municipal Mayor/ Head of Agency
Date: September 5, 2019

No.	Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer I (Supply Officer I)	1011-6-16	SG-10	161,556.00	Bachelor's Degree	None required	None required	Career Service Prof./ 2 nd Level Eligibility	N/A	LGU-Lawaan

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than September 30, 2019

4. 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. with attach Work Experience Sheet
5. Performance rating in the present position for one (1) year, (if applicable):
6. Photocopy of certificate of eligibility/rating/license; and
7. Photocopy of Transcript of Records

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. ATHENE L. MENDROS
Municipal Mayor
LGU-Lawaan, E. Samar
lgulawaan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED