



Republic of the Philippines
LOCAL GOVERNMENT UNIT-LOPE DE VEGA
Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSCFO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Lope de Vega in the CSC website:

[Signature]
ANA TAN PALLOC

Municipal Mayor

Date: March 16, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker)	7	1	8,301.00	must be able to read and write	None required	None required	None required		Mayor's Office
1	Cemetery Caretaker	22	2	8,821.00	must be able to read and write	None required	None required	None required		Mayor's Office
1	Administrative Aide III (Driver)	5	3	9,350.00	Elementary School Graduate	None required	None required	Driver License (MC10)		Mayor's Office
2	Day Care Worker	79 & 80	6	11,135.00	High School Graduate	None required	None required	None required		MSWD Office

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 March 31, 2020. Equal opportunity is provided to PWD's

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 present position for one (1) year (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:

ANA TAN PALLOC

Municipal Mayor

LGU-Lope de Vega, N. Samar

palloc_ana56@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.