



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

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Lope de Vega in the CSC website:


ANA TAN PALLOC

Municipal Mayor

Date: May 27, 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 IV	12	4	124, 260.00	High School Graduate or Completion of relevant Vocational Trade Course	None Required	None Required	Electrician/Building Electricity (250 volts (Sub Prof) (MC 11 S. 1996-Cat)		Mayor's 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 than 15 days after publication.

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, Northern Samar
anapalloc@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.