

Republic of the Philippines  
Municipality of Marabut  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU MARABUT in the CSC website:

  
LYDA G. ORDEN  
HRMO Designate

Date: September 30, 2019

| No. | Position Title                            | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards                         |               |               |                                   |                            | Place of Assignment |
|-----|---|--------------------|------------------------|---------------|---|---------------|---------------|-----------------------------------|----------------------------|---------------------|
|     |   |                    |                        |               | Education                                       | Training      | Experience    | Eligibility                       | Competency (if applicable) |                     |
| 1   | Administrative Aide<br>IV (Clerk II)      | 1022-34            | 4                      | 103,464       | At least two (2)<br>years studies in<br>college | None required | None required | CS Sub Prof.<br>or its equivalent | None required              | Marabut Samar       |
| 2   | Administrative Aide<br>IV (Storekeeper I) | 1011-06            | 4                      | 103,464       | High School<br>Graduate                         | None required | None required | None required                     | None required              | Marabut Samar       |

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 October 15, 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; and
4. Photocopy of Transcript of Records.

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

LYDA G. ORDEN  
HRMO Designate  
LGU MARABUT, Marabut Samar  
[lyda\\_o@yahoo.com](mailto:lyda_o@yahoo.com)

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