

Republic of the Philippines  
Municipality of Maydolong, Eastern Samar  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which we are authorized to be filled, at the LGU-MAYDOLONG, EASTERN SAMAR in the CSC website:

EASTER VINA B. AMBAL  
HRMO

Date: January 29, 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	Municipal Government Assistant Department Head I	15d	22	55,781.00	Master's degree or Certificate in leadership and Management from CSC	120 hours of relevant training undertaken within the last 5 years.	5 years of relevant experience.	RA 1080	advanced	LGU-Maydong, Eastern Samar
2	Mun. Government Assistant Department Head I (Asst. Municipal Treasurer)	7	22	55,781.00	Master's degree or Certificate in leadership and Management from CSC	120 hours of relevant training undertaken within the last 5 years.	5 years of relevant experience.	Career Service (Professional)	Basic Competency on Local Treasury Examination (BCLTE)	LGU-Maydong, Eastern 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 **February 13, 2020**.

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:

EASTER VINA B. AMBAL  
Administrative Assistant II (HRMA)  
LGU-Maydolong, Eastern Samar  
[lgu.maydolong@gmail.com](mailto:lgu.maydolong@gmail.com)

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

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We hereby request the publication of the following vacant positions, which we are authorized to be filled, at the LGU-MAYDOLONG, EASTERN SAMAR in the CSC website:

EASTER VINA B. AMBAL  
HRMO

Date: January 30, 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	Mun. Government Assistant Department Head I (Asst. Municipal Treasurer)	7	22	55,781.00	Bachelor's Degree (preferably in Commerce Public Administration or Law.)	16 hours of relevant training	3 years of relevant Experience.	Career Service (Professional)		LGU-Maydong, Eastern 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 **February 14, 2020**.

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:

EASTER VINA B. AMBAL  
Administrative Assistant II (HRMA)  
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