

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: **November 17, 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 (Municipal Assistant Engineer)	15d	22	62,053.00	Master's Degree or Certificate of Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken within the last 5 years	3 years of supervisory/ management experience	Career Service (Professiona)/ Second Level Eligibility	Building collaborative, inclusive working relationships: Advanced Leading change: Advanced Thinking strategically and creatively: Advanced Creating and nurturing a high performing organization: Advanced	LGU-Maydolong, 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 **December 02, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.