

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 position(s), which are authorized to be filled, at the LGU-MAYDOLONG, EASTERN SAMAR in the CSC website:

EASTER VINA B. AMBAL
HRMO

Date: December 28, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency	Place of Assignment	
					Education	Training	Experience			
1	Municipal Government Assistant Department Head I	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	3 years of supervisory/ management experience	Career Service Professional/ Second Level Eligibility (Preference: R.A. 1080, Civil Engineer)	Building collaborative, inclusive working relationships: Advanced Managing performance and coaching for results: Advanced Leading Change: Advanced Thinking strategically and creatively: Advanced Creating and nurturing a high performing organization: Advanced	LGU - Maydolong, Eastern Samar (MEO)

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 **January 12, 2021**.

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.