



REPUBLIC OF THE PHILIPPINES  
PROVINCE OF EASTERN SAMAR  
MUNICIPALITY OF MERCEDES

REQUEST FOR PUBLICATION OF VACANT POSITIONS

To: **MICHAEL M. DELA CRUZ**  
DIRECTOR II  
CSC FIELD OFFICE  
BORONGAN CITY, EASTERN SAMAR

This is to request the publication of the following vacant positions of LGU - Mercedes Eastern Samar in the CSC website:

**HON. EDWIN B. OUMINALES**  
Municipal Mayor  
January 9, 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) |                     |
|     | LDRRM ASSISTANT          | 7-26               | SG- 8                  | 11,073.00      | Completion of two (2) Years in College | 4 hours of relevant training | 1 year of relevant expereince on DRRM | Career service Sub-Professional/ 1st Level Eligibility | N/A                        | LDRRM OFFICE        |
|     | Administrative Aide I    | 7-22               | SG-1                   | 6,987.00       | Must be able to read and right         | None                         | None Required                         | None Required                                          | N/A                        | LGU mercedes        |
|     | Social Welfare Officer I | 53-3               | SG-11                  | 13,734.00      | Bachelor of Science In Social Welfare  | None                         | None Required                         | R.A. 1080                                              |                            | LGU Mercedes        |

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 \_\_\_\_\_.

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:

**DAISY M. ABLAY**  
HRMA

LGU - MERCEDES EASTERN SAMAR

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

