

Republic of the Philippines
Local Government Unit - MOTIONG, SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



HERMES C. SALINAS
MBO/HRMG-Designate

Date: October 15, 2020

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 Assistant II (Plumber Foreman)	8751-12	8	157,548.00	High School Graduate or Completion of relevant vocational trade course	1 year of relevant experience	4 hours of relevant training	Pipefitter or Plumber (MC 10, s. 2013 Category II)		Municipal Engineer's Office
2	Administrative Aide IV (Bookbinder II)	1081-4	4	124,260.00	Elementary School Graduate	None required	None required	None Required (MC 10, s. 2013 Category III)		Municipal Accountant's Office
3	Local Treasury Operations Officer II	1091-10	15	288,480.00	Bachelor's degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office
4	Local Assessment Operations Officer I	1101-3	11	200,844.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Assessor's Office
	X-X-X-X-X-X-X-X									

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 November 03, 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 present position for one (1) year (if applicable);
3. Photocopy of Career Service Examination with rating; and
4. Photocopy of Transcript of Records.

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

RENATO T. CABAEL

Municipal Mayor

LGU-Motiong, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.