

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF NAVAL

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Naval in the CSC website:

JANE V. ROBLE

Administrative Officer II (HRMO - I)

Date:

November 03, 2020

| No. | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|--|-----------------------|------------------------------|-------------------|--|---|-----------------------------------|--|-------------------------------|--|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Local Legislative Staff Officer II | SB-LLS02-19 | 13 | 21,447.00 | Bachelor's Degree relevant to the job | None Required | None Required | Career Service (Professional) Second Level Eligibility | N/A | Office of the Sangguniang Bayan/Municipal Vice Mayor |
| 2 | Local DRRM Assistant | MA-LDRRMA-2 | 8 | 14,244.00 | Bachelor's Degree | 8 hours of relevant training on DRRM | 2 years of relevant experience | Career Service (Subprofessional) First Level Eligibility | N/A | Office of the Municipal Administrator |
| 3 | Administrative Aide IV (Bookbinder II) | SB-ADA4 (BB2) | 4 | 11,232.00 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat. III) | N/A | Office of the Sangguniang Bayan/Municipal Vice Mayor |
| 4 | Local Legislative Staff Employee I | SB-LLESE1-2-19 | 2 | 9,997.00 | Elementary School Graduate | None Required | None Required | None Required (MC 11, s. 96 - Cat. III) | N/A | Office of the Sangguniang Bayan/Municipal Vice Mayor |

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 23, 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:

GERARD ROGER M. ESPINA

Municipal Mayor

Municipal Bldg., P. Inocentes St., P.I Garcia, Naval, Biliran
hrmo_lgunaval@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.