Electronic copy to be submitted to the CSC FO
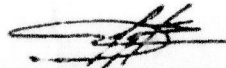must be in MS Excel format

Republic of the Philippines
LGU - PAGSANGHAN, 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 - Pagsanghan, Samar** in the CSC website:

HON. EDGAR C. TAN
(Head of Agency)
Date: **3/10/2020**

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 Aide I (Utility Worker-1)	1010-50	1	P85,008.00	Must be able to read & write	None Required	None Required	None required (MC 10, s. 2013- category III		Mayor's office
2	Administrative Assistant VI (Computer Operator III)	1090-51	12	P181,308.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of training	Career Service (subprofessional) Data Encoder (MC 11, s. 96-Cat.I) First Level Eligibility		Treasurer's Office
3	Administrative Aide I (Utility Worker-1)	7610-52	1	P85,008.00	Must be able to read & write	None Required	None Required	None required (MC 10, s. 2013- category III		Municipal Social Welfare and Development Office

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
__March 25, 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 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:

HON. EDGAR C. TAN
Municipal Mayor
LGU - Pagsanghan, Samar
1971edgartan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.