

Republic of the Philippines
MUNICIPALITY OF PALAPAG, NORTHERN 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 - Municipality of Palapag in the CSC website:


MANUEL J. AOYANG

Municipal Mayor

Date: 10/8/2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Bill Collector	E-F-002	05	11,713.00	Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional), First Level Eligibility		LGU - Palapag
7	Assessment Clerk I	E-Ass-001	04	11,046.00	Completion of two years studies in college	None Required	None required	Career Service (Sub-Professional), First Level Eligibility		LGU - Palapag
8	Admin. Aide IV (Mechanical Plant Operator)	AO-006	06	12,419.00	High School Graduate or Completion of relevant vocational /trade course	None Required	None required	Mechanical Equipment Optr. (50hp MC 11 s. 96-Cat II)		LGU - Palapag
9	Admin Aide (Crafts & Trade Helper)	E-Ass-001	01	9,241.00	Must be able to read and write	None Required	None required	None Required (MC 11 s. 96 - Cat III)		LGU - Palapag

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 11/1/2020

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:

ROBILLA F. AGNO

PESO Manager/HRMD Head

Dela Paz St., Tambangan, Palapag, N. Samar

robillaagno@gmail.com

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1	Mun. Gov't. Dept. Head (Municipal Planning & Dev't. Coordinator)	E-Dev-002	24	68,059.00	Bachelor's degree preparably in Urban Planning, Developmental Studies; Public Administration or any related course	none	3 years experience in developmental planning or any related field	RA 1080 (Environmental Planner)		LGU - Palapag
2	Mun. Gov't. Dept. Head (Municipal Civil Registrar)	E-RS-001	24	68,059.00	Bachelor's Degree	none	3 years experience in civil registry work	First Grade or its equivalent		LGU - Palapag
3	Assistant Mun. Treasurer	E-F-012	22	53,494.00	Bachelor's Degree	16 hrs. of Relevant Training	3 Years of Relevant Experience	RA 1080 - BCLTE, 1st Grade or its equivalent		LGU - Palapag
4	Admin. Officer V (HRMO III)	AO-003	18	33,727.00	Bachelor's Degree	8 hours of Relevant Training	2 years of Relevant Experience	Career Service (Professional), Second Level Eligibility		LGU - Palapag
5	Admin. Officer (Records Officer II)	E-Acc-002	14	23,422.00	Bachelor's Degree	4 hrs of Relevant Training	1 year of Relevant Experience	Career Service (Professional), Second Level Eligibility		LGU - Palapag

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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.