

CS Form No. 9

Series of 2018

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CSC FO
must be in MS Excel format

Republic of the Philippines
LGU-PAMBUJAN, NORTHERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Pambujan in the CSC website:

Conchita M. Tuballas
CONCHITA M. TUBALLAS

HRMO

Date: 6/6/2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly/Daily Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III		3	250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
2	Administrative Aide III		3	200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		GSO, LGU-Pambujan
3	Administrative Aide III		3	250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
4	Administrative Aide III		3	200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		Mayor's Office, LGU-Pambujan
5	Clerk I		3	250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MSWDO, LGU-PAMBUJAN
6	Administrative Aide III		3	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
7	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Agri. Office, LGU-Pambujan
8	Driver I		3	200.00/Day	Elementary Graduate	None Required	None Required	Driver License (MCII, s 96-CATII)		MHO, LGU-Pambujan
9	Coop. Dev't Specialist I		11	250.00/Day	Bachelor's Degree	None Required	None Required	2nd Level (Professional)		Mayor's Office, LGU-Pambujan
10	Administrative Aide III		3	200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		BAC Office, LGU-Pambujan
11	Administrative Aide III		3	250.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MDRRMO, LGU-Pambujan
12	Revenue Collector Clerk I		5	200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MTO, LGU-Pambujan

13	Agricultural Technician		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
14	Day Care Worker		6	250.00/Day	High School Graduate	None Required	None Required	MCII,s 96-CAT II		Mayor's Office,LGU-Pambujan
15	Business Permit&Licensing Officer		11	300.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mun. Treasurers Office,LGU-Pambujan
16	Assessment Clerk		6	300.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		MAO,LGU-Pambujan
17	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
18	Agricultural Technician I		6	200.00/Day	2yrs studies in college	None Required	None Required	1nd Level (Sub-Professional)		Mun.Agri.Office,LGU-Pambujan
19	Municipal Environmental&Natural Resources		24	350.00/Day	Bachelor's Degree	None Required	3 years experience	First Grade or its equivalent		Mayor's Office,LGU-Pambujan
20	Administrative Aide III		3	200.00/Day	2yrs studies in college	1 year relevant training	None Required	1st Level (Sub-Professional)		MSWDO,LGU-PAMBUJAN
21	Sports Dev't Officer I		10	250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
22	Public Information Officer I		11	250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
23	Aquaculture Technician		6	200.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun. Agri. Office,LGU-Pambujan
24	Culture, Arts&Dev't Officer		11	250.00/Day	Bachelor's Degree	None Required	None Required	2nd level (Professional)		Mayor's Office,LGU-Pambujan
25	Administrative Aide III		3	250.00/Day	2yrs studies in college	None Required	None Required	1st Level (Sub-Professional)		Mun.Admin,LGU-Pambujan

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 June 6, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be
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:

CONCHITA M. TUBALLAS

HRMO

LGU-Pambujan, Northern Samar

lgupambujan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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Date: 6/6/2019

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Utility Worker)	1011-8b	1	8,301.00	Must be able to read and write	None required	None required	None Required (MC II, S. 96, CAT. III)		Mayor's Office, LGU-Pambujan
2	Revenue Collection Clerk III	1091-4	9	13,481.00	Completion of 2 years studies	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) 1st Level Eligibility		Mun.Treasurers Offices, LGU- Pambujan
3	Social Worker II	7611-2	15	22,898.00	Bachelor of Science in Social Work	4 hours of relevant training	1 year of relevant experience	RA 1080 (Social Work)		MSWD Office, LGU-Pambujan
	XXXXXXXX									

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