

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

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 positions, which are authorized to be filled, at the LGU-Pambujan in the CSC website:

Conchita M. Tuballas
CONCHITA M. TUBALLAS

HRMO-I

Date: 9/4/2019

N o.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary/Rate per day	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Accounting Clerk III)	1081-3	8	12,569.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional) First Level Eligibility		Municipal Accounting Office, LGU- Pambujan
2	xxxxxxx									

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 September 4, 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-I

LGU-Pambujan, Northern Samar

lgupambujan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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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 LGU-Pambujan in the CSC website:

Conchita M. Tuballas
CONCHITA M. TUBALLAS

HRMO-I

Date: 9/5/2019

N o.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary/Rate per day	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Clerk I)	1021-2	3	9,350.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub- professional) First Level Eligibility		Vice Mayor's Office, LGU- Pambujan
2	xxxxxxxx									

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 September 5, 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);
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