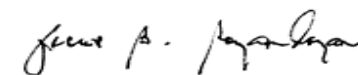


Republic of the Philippines
LGU PARANAS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU PARANAS) in the CSC website:



JESUS B. ROYANDOYAN

HRMO IV

Date: May 19, 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	Municipal Gov't. Assistant Dept. Head (Assistant Mun. Accountant)	12-1	22	722,436.00	Bachelors Degree in Commerce/Business Administration Major in Accounting	120 Hours of Relevant Training	3 Years experience in the Treasury or Accounting Services	Career Service Professional/ Second Level Eligibility	Core: 1. Exemplifying Integrity 2. Delivering Service Excellence 3. Solving Problems and Decision Making Leadership: 1. Managing Performance 2. Developing People 3. Building Commitment 4. Partnering and Networking 5. Thinking Strategically 6. Leading Change	Accountant's Office
2	Administrative Aide I (UW I)	1-57	1	117,816.00	Must be able to read and write	None Required	None Required	None Required		Mayor's Office
3	Administrative Aide I (UW I)	1-63	1	117,816.00	Must be able to read and write	None Required	None Required	None Required		Mayor's Office
4	Administrative Aide I (UW I)	2-13	1	117,816.00	Must be able to read and write	None Required	None Required	None Required		SB 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 JUNE 4, 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:

JESUS B. ROYANDOYAN

HRMO IV

LGU Paranas, Paranas, Samar

jess.royandoyan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.