



Republic of the Philippines
Province of Eastern Samar
Municipality of Salcedo
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Salcedo, Eastern Samar in the CSC website:

ATTY. MELCHOR LLEGO MERGAL

(Head of Agency)

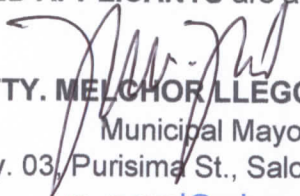
Date: January 22, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aid - I (Utility Worker)	6	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		Municipal Assessor's Office, LGU-Salcedo E. Samar
2	Administrative Aid - I (Utility Worker)	29	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, S. 96 - CAT. III)		Municipal Treasurer's Office, LGU-Salcedo E. Samar

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 February 05, 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:


ATTY. MELCHOR LLEGO MERGAL
Municipal Mayor
Brgy. 03, Purisima St., Salcedo, Eastern Samar
m_mergal@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.