



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: September 04, 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 Aide VI (Labor Foreman)	21	6	10,867.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96 - CAT. III)		Municipal Engineering Office, LGU-Salcedo E. Samar
2	Administrative Aide IV (Electrician - I)	2019-09	4	9,665.00	High School Graduate or Completion of relevant Vocational Trade Course	None Required	None Required	Electrician (Building Wiring) (- 250 Volts) (MC 11, S. 96 - Cat. 1)		Municipal Engineering Office, LGU-Salcedo E. Samar
3	Revenue Collection Clerk I	16	5	10,249.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Position		Municipal Treasurer's Office, LGU-Salcedo E. Samar
4	Administrative Aide - I (Utility Worker)	29	1	8,086.00	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 _____.

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.