

Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF SAN ROQUE

Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-San Roque, Northern Samar in the CSC website:

Nancy T. Anastacio
NANCY T. ANASTACIO
HRMO-designate

Date: 8-Aug-19

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SECRETARY TO THE SANGGUNIANG BAYAN	1016 B-2	24/1	48,312.00	Bachelor's Degree preferably in Law, Commerce or Public Administration	None Required	None Required	Career Service Professional/Second Level Eligibility		LEGISLATIVE DEPARTMENT
3	Local Legislative Staff Officer III	1016 D-107	16/1	22,533.00	Bachelor's Degree or Relevant to the Job.	Four (4) hours of Relevant Training	One (1) Year Relevant Experience	Career Service Professional/Second Level Eligibility		LEGISLATIVE DEPARTMENT
2	GENERAL SERVICES OFFICER	1061 B-1	24/1	48,312.00	Bachelor's Degree in Public Administration, Business Administration and Management	None Required	Three (3) Years Relevant Experience	Career Service Professional/Second Level Eligibility		GENERAL SERVICE OFFICE
4	REVENUE COLLECTION CLERK I	1091 C-39	5	9,731.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-professional /First Level Eligibility		OFFICE OF THE MUNICIPAL TREASURY

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 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:

Nancy T. Anastacio
NANCY T. ANASTACIO

AIO-1/HRMO-Designate

LGU-SAN ROQUE, NORTHERN SAMAR

vanzk5@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.