

Republic of the Philippines
Municipality of Sta. Rita
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 Local Government Unit of Sta. Rita, Samar. in the CSC website:


RAUL G. AMORES

HRMO

Date: 9/30/2019

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	Administrative Aide I (Utility Worker I)	2 (DRRM)	SG-01	P 8,854.00	Able to read and write	None Required	None Required	None Required	None Required	DRRM Office
2	Administrative Aide I (Utility Worker I)	3 (DRRM)	SG-01	P 8,854.00	Able to read and write	Non-Required	Non-Required	Non-Required	None Required	DRRM Office
3	Administrative Aide I (Utility Worker I)	4 (DRRM)	SG-01	P 8,854.00	Able to read and write	Non-Required	Non-Required	Non-Required	None Required	DRRM Office
4	Administrative Aide I (Utility Worker I)	5 (DRRM)	SG-01	P 8,854.00	Able to read and write	Non-Required	Non-Required	Non-Required	None Required	DRRM Office
5	Administrative Aide I (Utility Worker I)	6 (DRRM)	SG-01	P 8,854.00	Able to read and write	Non-Required	Non-Required	Non-Required	None Required	DRRM 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 October 15, 2019.

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:

RAUL G. AMORES
MGDH/HRMO
Human Resource Management Office, Sta. Rita, Samar
hrmo.lgustarita@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.