

Republic of the Philippines  
Province of Samar  
Municipality of Sta. Margarita  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the Municipal Government of Sta. Margarita, Samar  
in the CSC website:

  
**HAZEL E. CAMARINES**  
Administrative Officer IV/HRMO II

Date: June 27, 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	Municipal Treasurer	MTRS-2018	24	62,555.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	Three (3) years experience in Treasury or Accounting Service	First grade civil service eligibility or it's equivalent	Accountable, Technically Knowleagable, Ethical, Results Orientated, Exemplifying Integrity, Effective Communicator	Municipal Treasurer's Office, Sta. Margarita, 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 July 12, 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](http://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:

**HAZEL E. CAMARINES**

Administrative Officer IV (HRMO II)

Human Resource Mgnt. Office, LGU-Sta.

Margarita, National Highway, Brgy. Monbon,

Sta. Margarita, Samar

[lgusmhrmo@gmail.com](mailto:lgusmhrmo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.