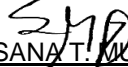


Republic of the Philippines
LGU-Sto. Niño, Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


SUSANA T. MUÑOZ
HRMO

Date: December 16, 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	Revenue Collection Clerk I	23	5	₱9,437.00	Completion of two (2) years studies in college	None required	None required	CS Sub- Professional (1st Level Eligibility)	Computer Operations	Municipal Treasurer's Office, Sto. Niño, Samar
2	Revenue Collection Clerk I	24	5	₱9,437.00	Completion of two (2) years studies in college	None required	None required	CS Sub- Professional (1st Level Eligibility)	Computer Operations	Municipal Treasurer's Office, Sto. Niño, Samar
3	Administrative Aide VI (Clerk III)	22	6	₱10,038.00	Completion of two (2) years studies in college	None required	None required	CS Sub- Professional (1st Level Eligibility)	Computer Operations	Municipal Treasurer's Office, Sto. Niño, Samar
4	Administrative Aide IV (Bookbinder II)	47	4	₱8,872.00	Completion of two (2) years studies in college	None required	None required	None required	Computer Operations	Municipal Accountant's Office, Sto. Niño, Samar

5	Municipal Health Officer	37	24	₱73,299.00	Doctor of Medicine	None required	Three (3) years experience as medical practitioner	RA 1080 (MD)	Medical knowledge, Professionalism Systems-based Practice, Practice-based Learning, Interpersonal & Communication Skills	Rural Health Unit, Sto. Niño, Samar
6	Municipal Accountant	46	24	₱51,309.00	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None required	Three (3) years experience in the treasury or accounting service	RA 1080 (CPA)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems & Making Decisions, Demonstrating Personal Effectiveness, Speaking Effectively, Managing Information, Championing & Applying Innovation, Writing Effectively, Planning & Delivering	Municipal Accountant's Office, Sto. Niño, Samar
7	NOTHING FOLLOWS									
8										

Interested and qualified applicants including PWD's should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than December 31, 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:

Susana T. Muñoz
Administrative Officer IV
LGU Sto. Niño, Samar
jigger_belle@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

