

Republic of the Philippines
Local Government Unit Of Taft Eastern Samar
Request for Publication of Vacant Positions

To: **MICHAEL M. DELA CRUZ**
DIRECTOR II
CSC REGIONAL OFFICE
BORONGAN CITY, EASTERN SAMAR


JESSICA D. ELLE
HRMO

This is to request the publication of the following vacant positions of LGU-TAFT in the CSC website:

Date: JANUARY 2, 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	Admin. Aide IV (Driver II)	1.1.3	4	9,911.00	High School Graduate or Completion of relevant vocational/trade course	4 hours relevant training	None required	- Relevant MC 11, s.1996, Career Service (Sub-professional)/First Level - With professional Driver's License		Mayor's Office
2	Community Affairs Assistant II	1.1.13	8	12,569.00	Two Years in College	None Required	1 year relevant experience	Sub-Professional CSC eligibility or equivalent		Mayor's Office
3	Market Supervisor I	1.1.19	10	14,425.00	Bachelor's Degree	None Required	None required	Career Service(Professional) Second Level Eligibility		Mayor's Office
4	Admin Aide I (Utility Worker I)	1.13.9	1	8,301.00	Must be able to read and write	None Required	None required	None Required		General Services Office
5	Admin. Asst. II (Bookkeeper)	1.15.2	8	12,569.00	Bachelor's Degree or courses relevant to the job	With four (4) hours relevant training	With one (1) year relevant experience in accounting and bookkeeping	Career Service (Sub-Professional) First Level Eligibility		Accounting Office
6	Tourism Operations Officer I	1.1.21	11	15,566.00	Bachelor's Degree or courses relevant to the job	None Required	None required	Career Service(Professional) Second Level Eligibility		Mayor's Office
7	LDRRMO II	1.1.17	15	22,898.00	Bachelor's Degree	4 hours relevant training on DRRM	1 year relevant experience on DRRM	Career Service(Professional) Second Level Eligibility		Mayor's Office
8	LDRRMO I	1.1.18	11	15,566.00	Bachelor's Degree	None Required	None required	Career Service(Professional) Second Level Eligibility		Mayor's 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 _____.

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:

JESSICA D. ELLE
Admin. Officer II (HRMO I)
LGU - Taft, Eastern Samar
jesstaft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.