

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

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


JESSICA D. ELLE
HRMO

Date: JANUARY 7, 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 | MGDH I (MPDC) | 1.5.1 | 24 | 62,554.50 | Bachelor's Degree preferably in planning, development studies, economics, Public Administration or any related courses. | none required | 3 years in development, planning or any related fields | RA 1080 | n/a | MPDC OFFICE |
| 2 | Administrative Aide I (Driver) Casual | N/A | 1 | 8,301.00 | High School Graduate or Completion of Relevant vocational/trade course | none required | none required | - Relevant MC 11, s.1996, Career Service (Sub-professional)/First Level - With professional Driver's License | N/a | 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
jesstft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.