

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: February 22, 2019

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	Administrative Officer IV (Administrative Officer II)	1.15.3	15	22,898.25	Bachelor's Degree in Commerce/ Business Administration major in Accounting	4 Hours of relevant training	1 year of relevant experience	Career Service Professional/ 2nd Level Eligibility	N/A	Accounting Office
2	Community Affairs Officer I	1.1.15	11	15,565.50	Bachelor's Degree	None Required	None Required	Career Service Professional/ 2nd Level Eligibility	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

jesstaft76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.