

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: Aug 24, 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	Administrative Aide I (Driver) (Casual)	n/a	1	8,301.00	High School Graduate or Completion of revelant vocation/trade course	none required	none required	Professional Drivers License	NA	Mayor Office
2	Admistrative Aide I ( Casual )	n/a	1	8,301.00	High School Graduate or Completion of revelant vocation/trade course	none required	none required	none required	N/A	Mayor 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](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:

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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**