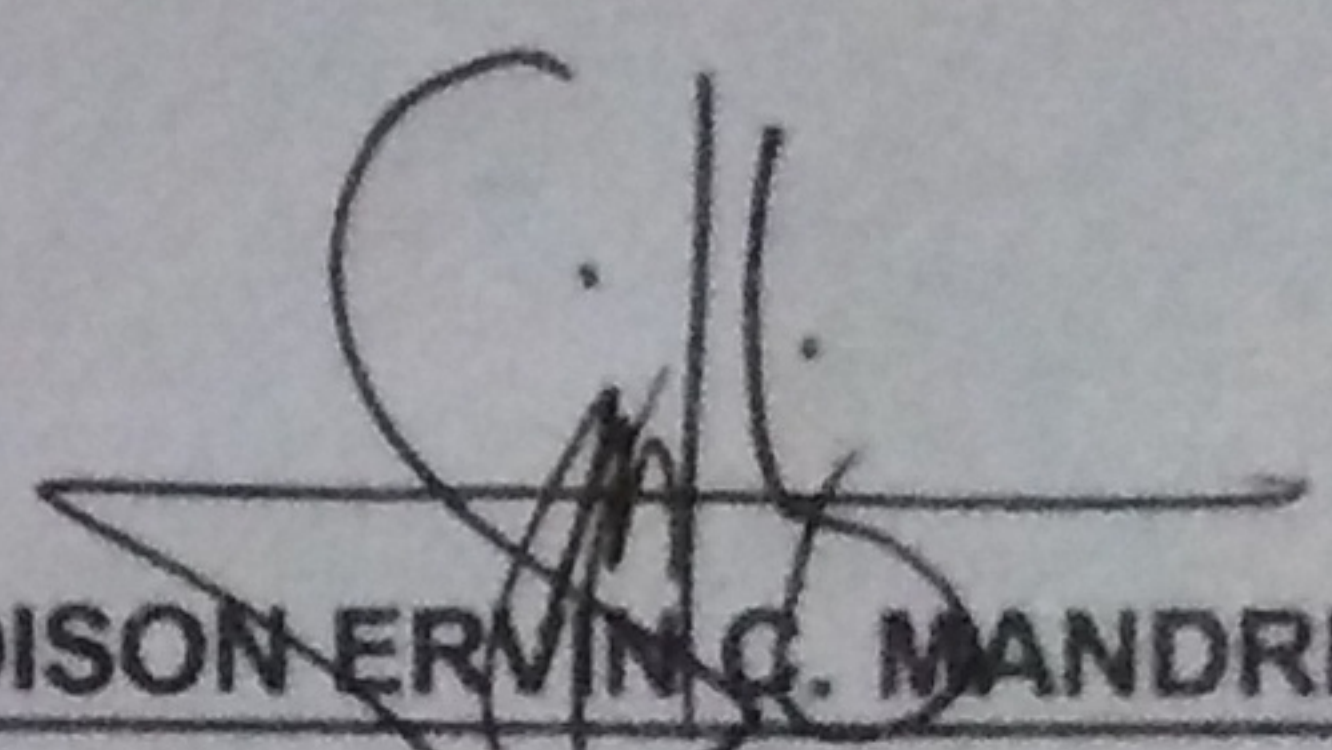


Electronic copy to be submitted to the  
CSC FO  
must be in MS Excel format

Republic of the Philippines  
LGU Tagapul-an, 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 Tagapul-an, Samar in the CSC website:

  
**EDISON ERVIN C. MANDREZA**  
MBO/HRMO-Designate

Date: January 22, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Bookbinder)	41	4	93,924.00	Completion of 2 years college studies	none	none	none		Office of the Mun. Accountant
2										
3										
4										

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 **February 6, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

EDISON EVIN C. MANDREZA  
MBO/HRMO-Designate  
LGU Tagapul-an, Samar  
[edisonervinmandreza@gmail.com](mailto:edisonervinmandreza@gmail.com)

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