

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: June 03, 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	Senior Administrative Assistant III (Private Secretary II)	2	15	220,008.00	completion of 2 years college studies	none	none	none		Office of the Mun. Mayor
2	Municipal Administrator	24	24	475,524.00	bachelor's degree preferably in public administration, law, or other related course	none	at least 3 years experience in management and administration	CS Career Professional		Office of the Mun. Administrator
3	Human Resource Management Officer II	15	26	220,008.00	a graduate of a bachelor's degree	none	at least 1 year of relevant experience	CS Career Professional		Office of the Mun. Administrator
4	Draftsman II	8	38	129,096.00	completion of 2 years college studies in fine arts, architecture or other related course	at least 4 hours of relevant training	at least 1 year experience in drafting or other related work	MC No. 11, s. 1996 (Draftsman or Illustrator)		Office of the Mun. Engineer
5	Municipal Accountant	40	24	475,524.00	bachelor's degree in accountancy	none	3 years experience in treasury and accounting service	RA 1080 (Certified Public Accountant)		Office of the Mun. Accountant
6	Midwife I	50	9	198,144.00	a graduate of Midwifery course	none	at least 1 year relevant experience	RA 1080 (Midwifery)		Office of the Mun. Health

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 **June 19, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.