



Republic of the Philippines
LGU TARANGNAN, SAMAR

To: **CIVIL SERVICE COMMISSION**

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU, Tarangnan, Samar in the CSC website:


ENGR. ARNEL R. TAN
Municipal Mayor
Date: 01/13/2020

No.	Position Title (Parenthical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Municipal Government Department Head I (Municipal Disaster Risk Reduction & Management Officer)	9940	24	750,660.00	Bachelor's degree	24 hours training in management and supervision on DRRM	4 years in position involving management & supervision, 1 year of which is relevant to DRRM	Career Service Professional/ Second Level Eligibility	1. Leading change; 2. Thinking Strategically and Creatively; 3. Managing Performance and Coaching for Result; 4. Building Collaborative, Inclusive Working Relationship; and 5. Creating and Nurturing a High Performing Organization	MDRRM Office
3	Administrative Aide I (Laborer)	1011-9	1	99,612.00	Must be able to read and write	None Required	None Required	None Required	N/A	Mayor's Office

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to the address below not later than January 30, 2020

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:

ENGR. ARNEL R. TAN
Municipal Mayor
LGU Tarangnan, Samar
lgu.tarangnan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.