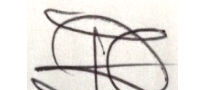




Republic of the Philippines
LGU TARANGNAN, SAMAR

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:


DANILO V. TAN
Municipal Mayor
Date: 1/29/2019

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	Administrative Assistant IV (Bookbinder IV)	1011-12	10	173,100.00	Completion of two-year studies in college or High School graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11, s.1996 Carrer Service (Sub-Professional First Level Eligibility)		Internal Audit 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 February 15, 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 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:

DANILO V. TAN

Municipal Mayor

LGU Tarangnan, Samar

lgu.tarangnan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.