



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: 2/13/2019

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	<b>Municipal Government Department Head I</b> (Municipal Disaster Risk Reduction & Management Officer)	9940	24	750,660.00	Master's degree OR Certificate in Leadership & Management from CSC	120 hours of supervisory/ management learning & development intervention undertaken within the last 5 years	5 years of supervisory/ management experience	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
2	<b>Municipal Government Department Head I</b> (Internal Auditor)	1111-1	24	750,660.00	Master's degree OR Certificate in Leadership & Management from CSC	120 hours of supervisory/ management learning & development intervention undertaken within the last 5 years	5 years of supervisory/ management experience	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	Internal Audit Service Office

3	<b>Administrative Assistant IV</b> (Bookbinder IV)	1011-12	10	173,100.00	Elementary School Graduate	8 hours of relevant training	2 years of relevant experience	None Required	N/A	Mayor's Office
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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 28, 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 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**  
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Municipal Mayor  
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LGU Tarangnan, Samar  
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[lgu.tarangnan@yahoo.com](mailto:lgu.tarangnan@yahoo.com)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.