



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: 02/20/2020

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	Administrative Assistant II (Accounting Clerk III)	1081-2	8	157,548.00	Completion of two-year studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub- Professional)	N/A	Municipal Accounting Office
3	Driver I	1011-6	3	117,168.00	Elementary Graduate	None Required	None Required	Driver's License (MC 11, s. 96)	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 **March 06, 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.