



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: 07/27/2020

No.	Position Title (Parentical 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 years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / 1st Level eligibility	N/A	Municipal Accounting Office
2	Administrative Aide III (Driver I)	1011-6	3	117,168.00	Elementary School Graduate	None Required	None Required	Professional Driver's License (MC 10, 2013)	N/A	Mayor's Office
3	Administrative Assistant II (Budgeting Assistant I)	1071-1	8	157,548.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional / 1st Level eligibility	N/A	Municipal Budget Office
4	Social Welfare Officer I	7611-5	11	200,844.00	Bachelor's degree relevant to the job	None Required	None Required	RA 1080	N/A	MSWD 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 July 31, 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.