




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: 9/18/2019

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	Municipal Government Department Head I	1111-1	24	750,660.00	Bachelor's Degree	24 hours of training in management and supervision	3 years relevant 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 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 October 02, 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:

ENGR. ARNEL R. TAN

 Municipal Mayor

 LGU Tarangnan, Samar

lgu.tarangnan@yahoo.com


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	Administrative Aide VI (Accounting Clerk II)	1081-3	6	133,620.00	Completion of two years studies in college	None Required	None Required	Career Service Sub-professional/ First Level Eligibility		Municipal Accounting Office

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