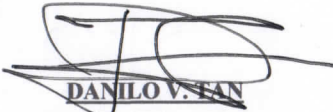




Republic of the Philippines  
LGU TARANGNAN, SAMAR

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:

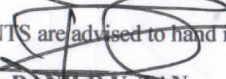
  
**DANILO V. TAN**  
Municipal Vice - Mayor  
Date: 11/14/2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Secretary to the Sangguniang Bayan I	1022 - 1	24	62,555.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None Required	None	Career Service Professional/ Second Level Eligibility or its equivalent	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	Office of the Secretary to the Sangguniang Bayan

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 November 29, 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**  
Municipal Vice - Mayor  
LGU Tarangnan, Samar  
[lgu.tarangnan@yahoo.com](mailto:lgu.tarangnan@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.