


Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Villareal, Samar in the CSC website:

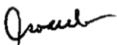
  
**MARILOU R. LATORRE**  
Municipal Mayor  
Date: July 8, 2020 - July 23, 2020

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 (if applicable)	
1	Administrative Aide 1 (Laborer I)	2018-39-7	1	8,301.00	Must be able to read and write	none	none	none	none	Mayor's Office
2	Administrative Aide 1 (Laborer I)	2018-39-8	1	8,301.00	Must be able to read and write	none	none	none	none	Mayor's Office
3	Administrative Aide 1 (Laborer I)	2018-39-9	1	8,301.00	Must be able to read and write	none	none	none	none	Mayor's Office
4	Municipal Treasurer	2018-14	24	62,555.00	Bachelor's Degree preferably in Commerce, Public Administration on Law	none	3 years experience in the treasury or accounting service	first grade civil service eligible or its equivalent/BLCTE Passer		Municipal Treasurer

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 23, 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](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:

  
**MARIA NENITA S. VARELA**  
HRMO  
LGU Villareal, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.