



Republic of the Philippines
LGU-Almagro, Samar
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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


DENNIS S. TOMAMAK
HRMO

Date: June 11, 2021

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 Officer II (HRMO I)	06-004	SG 11/1	14,528.00	Bachelor's degree	None required	None required	Career service professional /2nd level eligibility		Municipal Mayor's Office
2	Rural Sanitary Inspector II	06-035	SG 8/1	16,758.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career service sub-professional /1st level eligibility		Rural Health Unit
3	Administrative Aide I	06-042	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Municipal Mayor's Office
4	Administrative Aide I	06-043	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Municipal Mayor's Office
5	Administrative Aide I	06-044	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Municipal Mayor's Office
6	Administrative Aide I	06-045	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Municipal Mayor's Office
7	Administrative Aide I	06-046	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Office of the Sanggunian Bayan
8	Administrative Aide I	06-047	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Mun. Treasurer's Office
9	Administrative Aide I	06-048	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Mun. Accountant's Office
10	Administrative Aide I	06-049	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Municipal Budget Office
11	Administrative Aide I	06-050	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required		Mun. Engineering Office
12	Nurse I	06-051	SG 15/1	30,531.00	Bachelor's degree in nursing	Four (4) hours of relevant training	One (1) year of relevant experience	R.A. 1080 Nursing		Rural Health Unit

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 June 26, 2021.

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:

DENNIS S. TOMAMAK

HRMO Designate

LGU-Almagro, Samar

denstomamak@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.