



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 filed, at the LGU-Almagro, Samar in the CSC website:

DENNIS S. TOMAMAK
HRMO
Date: June 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Officer II (HRMO I)	06-004	SG 11/1	14,528.00	Bachelor's degree	None required	None required	One (1) year of relevant experience	Career service professional /2nd level eligibility		Municipal Mayor's Office
2	Sanitation Inspector II	06-035	SG 8/1	16,756.00	Completion of two college courses	Four (4) hours of relevant training	None required	One (1) year of relevant experience	Career service sub-professional /1st level eligibility		Rural Health Unit
3	Administrative Aide I (Utility Worker I)	06-042	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Municipal Mayor's Office
4	Administrative Aide I (Utility Worker I)	06-043	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Municipal Mayor's Office
5	Administrative Aide I (Utility Worker I)	06-044	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Municipal Mayor's Office
6	Administrative Aide I (Utility Worker I)	06-045	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Municipal Mayor's Office
7	Administrative Aide I (Utility Worker I)	06-046	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Office of the Sanggunian Bayan
8	Administrative Aide I (Utility Worker I)	06-047	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Mun. Treasurer's Office
9	Administrative Aide I (Utility Worker I)	06-048	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Mun. Accountant's Office
10	Administrative Aide I (Utility Worker I)	06-049	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Municipal Budget Office
11	Administrative Aide I (Utility Worker I)	06-050	SG 1/1	3,874.00	Must be able to read and write	None required	None required	None required	None required		Mun. Engineering Office
12	Nurse II	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	None required	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 29, 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.