



Republic of the Philippines
MUNICIPALITY OF DARAM
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-DARAM in the CSC website:


JOEMAR A. CAFRANCA
HRMO

Date: January 26, 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 Assistant II (Bookkeeper)	317-2	SG 8	14,914.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Sub-professional)		Office of the Municipal Accountant
2	Assessment Clerk I	316-2	SG 4	11,046	Completion of two years Studies in college	None required	None required	Career Service (Sub-professional)/First level eligibility		Office of the Municipal Assessor
					xxx	NOTHING FOLLOWS	xxx			

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 February February 26, 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;
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:


JOEMAR A. CAFRANCA
HRMO-DESIGNATE
LGU-DARAM, POB. 01, DARAM, SAMAR
joemarcafranca@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.