

Republic of the Philippines  
Local Government Unit - Gandara  
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-Gandara, Samar in the CSC website:

  
EUFEMIO S. OLIVA  
Municipal Mayor

Date: 1/26/2021

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	Municipal Government Assistant Department Head I	8751-10	22	56,837.00	Bachelors's Degree	16 Hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level eligibility		Municipal Engineering Office
2	Municipal Government Assistant Department Head I	1051-05	22	56,837.00	Bachelors's Degree	16 Hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level eligibility		Office of the Local Civil Registrar
3	Administrative Aide VI	1051-06	6	13,195.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Office of the Local Civil Registrar
4	Human Resource Management Assistant	1031-07	8	14,879.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First level eligibility		Human Resource Management Office
5	Administrative Assistant I (Bookbinder III)	1031-08	7	13,989.00	Elementary School Graduate	none required	none required	none required (MC II, s.96 cat. III)		Human Resource Management Office
6	Administrative Office II	1022-11	15	27,245.00	Bachelors's Degree	4 hours of relevant training	1 year relevant experience	Career Service (Professional) Second level eligibility		Office of the Sangguniang Bayan Secretary
7	Electrician Foreman	1061-24	9	15,966.00	High School graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year relevant experience	Electrician (Building wiring) (250 volts) (MC II, s.96 cat. I)		General Service Office
8	Administrative Assistant I (Bookbinder III)	8711-20	10	17,186.00	Elementary School Graduate	8 hours of relevant training	2 years relevant experience	none required (MC II, s.96 cat. III)		Municipal Agriculture Office
9										

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 9, 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](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:

**HON. EUFEMIO S. OLIVA**

Municipal Mayor

LGU- Gandara, Samar

[albumanglag@yahoo.com](mailto:albumanglag@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.