

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: 6/18/2021

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	Revenue Collection Clerk I	1091-14	5	₱12, 445.00	Completion of Two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Municipal Treasurer's Office
2	Administrative Assistant II (Budgeting Assistant)	1071-03	8	₱14, 879.00	Completion of Two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Municipal Budget Office
3	Administrative Aide VI (Clerk III)	1051-06	6	₱13, 989.00	Completion of Two years studies in college	none required	none required	Career Service (Subprofessional) First level eligibility		Municipal Civil Registrar Office
4	Administrative Officer III (Records Officer II)	1022-11	14	₱24, 885.00	Bachelor's Degree Relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Office of the SB Secretary
5	<b>X-X-X-X-X-X-X-X-X-X ( NOTHING FOLLOW ) -X-X-X-X-X-X-X-X-X</b>									
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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 02, 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.