

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: 6/25/2021

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 Aide I (Laborer I)	1041-05	1	₱ 9,818.00	Must be able to read and write	none required	none required	none required (MC II, s. 96-CAT III)		Municipal Planning & Development Coordinator Office
2	Administrative Aide I (Laborer I)	9000-03	1	₱ 9,818.00	Must be able to read and write	none required	none required	none required (MC II, s. 96-CAT III)		Municipal Disaster Risk Reduction and Management Office
3	Administrative Aide I (Laborer I)	8711-23	1	₱ 9,818.00	Must be able to read and write	none required	none required	none required (MC II, s. 96-CAT III)		Municipal Agriculture Office
4	Administrative Assistant IV (Bookbinder IV)	8711-22	10	₱ 17,186.00	Elementary School Graduate	8 hours relevant training	2 years relevant experience	none required (MC II, s. 96-CAT III, as amended by MC 10, s.2013-CAT III)		Municipal Agriculture Office
5	<b>X-X-X-X-X-X-X ( NOTHING FOLLOWS ) X-X-X-X-X-X-X</b>									
6										
7										
8										
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 July 10, 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.