

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: 6/28/2021

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 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 (Professional) / Second level eligibility		Office of the SB Secretary
2	Human Resource Management Assistant I	1031-07	8	₱ 14, 79.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) / First level eligibility		Human Resource Management Office
3	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
4	X-X-X-X-X-X-X (NOTHING FOLLOWS) X-X-X-X-X-X-X									
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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 13, 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:

HON. EUFEMIO S. OLIVA
Municipal Mayor
LGU- Gandara, Samar
albumanglag@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.