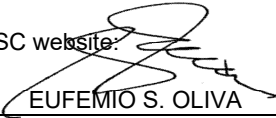


Republic of the Philippines  
Local Government Unit - Gandara  
Request for Publication of Vacant Positions

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: 7/9/2021

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 (Human Resource Management Assistant)	1031-07	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		Human Resource Management Office
2	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
3	Administrative Assistant I (Bookbinder III)	1051-06	7	₱ 13, 989.00	Elementary School Graduate	none required	none required	none required (MC II, s. 96 cat-III)		Municipal Civil Registrar Office
4	Administrative Assistant V (Sanitation Inspector III)	4411-22	11	₱ 17, 882.00	Completion of two years studies in college	8 hours of relevant training	2 year of relevant experience	Career Service (Subprofessional) / first level eligibility		Municipal Health Office
5	Administrative Assistant III (Electrician foreman)	1061-24	9	₱ 15, 966.00	High School Graduate or Completing of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Electrician (Building Wiring) (- 250 volts) (MC II, s. 96-cat I)		General Service Office
6	( NOTHING FOLLOWS )									
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 22, 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.