

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: 8/6/2021

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 applicable (if applicable)	
1	Municipal Government Assistant Department Head I	1051-05	22	₱ 56, 837.00	A holder of a college degree from a recognized college or university	120 hours of supervisory / management learning and development intervention undertaken within the last five (5) years	3 years of supervisory / management experience	Career Service (Professional) Second level eligibility	Building Collaborative, inclusive Working Relationship. Creating and Nurturing a high performing organization. Leading Change Thinking Strategically and creatively Managing performance and coaching for results	Office of the Municipal Civil Registrar
2	Administrative Assistant I (Bookbinder III)	1081-12	7	₱ 13, 989.00	Elementary School Graduate	none required	none required	none required (MC II,s. 96 cat III)		Municipal Accountant Office
3	Administrative Assistant I (Bookbinder III)	8751-11	7	₱ 13, 989.00	Elementary School Graduate	none required	none required	none required (MC II,s. 96 cat III)		Municipal Engineer Office
4	X-X-X-X-X-X-X-X-X-X (NOTHING FOLLOWS) X-X-X-X-X-X-X-X-X-X									
5										
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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 August 21, 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.