

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: 8/27/2021

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	Registration Officer IV	1051-05	SG-22	₱56,837.00	Bachelor's Degree	16 hours relevant training	3 years of relevant experience	Career Service (Professional) / Second level eligibility		Municipal Civil Registrar Office
2	Administrative Assistant I (Bookbinder III)	1051-06	SG-7	₱13,989.00	Elementary school graduate	None required	None required	None required (MC II, s.96 cat-III)		Municipal Civil Registrar Office
3	Administrative Officer IV	1022-11	SG-15	₱27,245.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant Experience	Career Service (Professional) / Second level eligibility		Office of the Sangguniang Bayan Secretary
4	Sanitation Inspector III	4411-12	SG-11	₱18,969.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) / First level eligibility		Municipal Health Office
5	Municipal Government Assistant Department Head I	8751-10	SG-22	₱56,837.00	Bachelor's Degree	120 hours of supervisory / management learning and development interventions	3 years of supervisory / management experience	Career Service (Professional) / Second level eligibility	<b>Building collaborative, inclusive working relationships</b> <b>Managing performance and coaching for results</b> <b>Leading Change</b> <b>Thinking strategically and creatively</b> <b>Creating and nurturing a high performing organization</b>	Municipal Engineer Office
6	<b>X-X-X-X-X-X-X-X (NOTHING FOLLOWS) X-X-X-X-X-X-X</b>									
7										

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 September 11, 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.