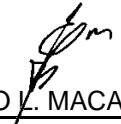


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF HERNANI, E. SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Hernani, E. Samar in the CSC website:


EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)

Date: 01-Feb-21

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	Secretary to the Sangguniang Bayan I	3	24	P 58,384.00	Bachelor's Degree preferably in Law, Commerce or Public Administration	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the Sangguniang Bayan Secretary

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 February 16, 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:

EDILBERTO L. MACASOJOT
Administrative Assistant II (HRMA)
LGU-HERNANI, E. SAMAR
edil.macasojot@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.