



Republic of the Philippines
Province of Northern Samar
MUNICIPALITY OF LAS NAVAS

Request for Publication of Vacant Positions

Electronic copy to be submitted to the
CSC FO
must be in MS Excel format

**To: CIVIL SERVICE COMMISSION (CSC)
NORTHERN SAMAR FIELD OFFICE**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - LAS NAVAS in the CSC w


ARLITO A. TAN
Municipal Mayor

Date: February 18, 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	ADMIN. AIDE - I (Utility Worker - I)	14 & 14.1	1	9,627.00	Must be able to read and write	None required	None required	None required 11, s. 96 - Cat. III	MC	SB Office
2	ADMIN. AIDE - II (Bookbinder - I)	16.2	2	10,232.00	Elementary School Graduate	None required	None required	None required 11, s. 96 - Cat. III	MC	SB Office
3	ADMIN. AIDE - III (Driver - I)	9.2.2, 9.2.3 & 9.2.4	3	10,858.00	Elementary School Graduate	None required	None required	Driver License (MC11, s. 96 - Cat. II)		Municipal Mayor
4	ASSISTANT PROFESSOR - IV	62, 63 & 64	18	34,945.00	Master's degree	28 hours of relevant training	4 years of relevant experience plus VS Performance rating	1080 (for courses requiring BAR or BOARD eligibility)		CDLN
5	DRAFTSMAN - I (B)	40.2	6	12,960.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Draftsman or Illustrator (MC11, s. 96 - Cat. II) First Level Eligibility		Municipal Engineering Office
6	ENGINEER - II	40.1	16	29,302.00	Bachelor's Degree in Engineering relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	RA 1080		Municipal Engineering Office
7	INSTRUCTOR - I	51 & 53	12	20,842.00	Master's degree in the area of specialization	None required	None required	1080 (for courses requiring BAR or BOARD eligibility)		CDLN
8	LIBRARIAN - II	65	14	24,639.00	Science or Information Science of Bachelor of Science in Education, major in Library Science	4 hours of relevant training	1 year of relevant experience	RA 1080		CDLN
9	LICENSE INSPECTOR - II	26.8	8	14,601.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office
10	MIDWIFE - I	46.4	9	19,593.00	Completion of Midwifery Course	None required	None required	RA 1080		Municipal Health Office

11	MUNICIPAL ACCOUNTANT - I	33	24	69,394.00	Bachelor's Degree in Commerce/Business Administration major in Accounting	None	Three (3) years experience in treasury or accounting service	RA 1080		Municipal Accounting Office
12	PSYCHOLOGIST - I	67	11	19,102.00	Bachelor's degree in Psychology	None required	None required	Career Service (Professional) Second Level Eligibility		CDLN
13	REVENUE COLLECTION CLERK - II	25	7	13,743.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office
14	TEACHER - I	57	11	19,102.00	relevant strand/subject; or any Bachelor's degree with at least (15) units of specialization in relevant	None required	None required	1080 (for courses requiring BAR or BOARD eligibility)		CDLN
*****NOTHING FOLLOWS*****										

The Local Government Unit of Las Navas encourages all interested and qualified applicants, including Persons With Disabilities, members of Indigenous Communities irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 5, 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:

LEOMAR J. ORSOLINO

HRMO-III

HRM Section, 2nd Floor, Las Navas Municipal Hall, Las Navas, Northern Samar 6420

leomar34orsolino@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.