



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 website:

ARLITO A. TAN
Municipal Mayor
Date: October 5, 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 - IV (Assesment Clerk - I)	32	4	11,520.00	Completion of two years study in college	None required	None required	Career Service Subprofessional or First Level Eligibility	N/A	Municipal Assessor's Office
2	ASSISTANT PROFESSOR - I	54 & 55	15	26,860.00	Master's Degree	15 hours of relevant training	3 years of relevant experience plus VS Performance	None Required; RA 1080 (for courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas
3	INSTRUCTOR - I	51 & 53	12	20,842.00	Master's Degree in the area of specialization	None required	None required	None Required; RA 1080 (for courses requiring BAR or BOARD eligibility)	N/A	Colegio De Las Navas
4	MANAGEMENT AND AUDIT ANALYST - II	33.1	15	26,860.00	Bachelor's degree relevant to job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional or Second Level Eligibility	N/A	Municipal Accounting Office
5	REVENUE COLLECTION CLERK - I	26.5	5	12,220.00	Completion of two years study in college	None required	None required	Career Service Subprofessional or First Level Eligibility	N/A	Municipal Treasurer's Office
*****NOTHING FOLLOWS*****										

All interested and qualified applicants, regardless of gender, civil status, age, disability, ethnicity and members of the Indigenous Communities, and those from any Sexual Orientation and Gender Identities and Expression (SOGIE) are invited 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 October 20, 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.