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must be in MS Excel format

Republic of the Philippines
MGO LAWAAN, EASTERN 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 MGO LAWAAN, EASTERN SAMAR in the CSC website:

EVELYN B. GAÑAS
HRMO

Date: 1/20/2022

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	Administrative Aide	1011-8-16	4	10,080.00	Elementary School	None required	None required	Driver's License		Office of the Municipal
	IV (Driver II)				Graduate			MC 11,s. 1996		Mayor
								Cat. II		

"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 7, 2022".

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:

EVELYN B. GAÑAS

HRMO-IV

LGU-LAWAAN

lgulawaan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.