



Republic of the Philippines
LOCAL GOVERNMENT UNIT-LOPE DE VEGA
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)

This is to request the publication of the following vacant positions of LGU-Lope de Vega in the CSC website:


ANA TAN PALLOC

Municipal Mayor

Date: January 21, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	42	22	50, 150.00	Bachelor's Degree	3 years of relevant experience	16 hours of relevant training	Career Service (Prof) Second Level Eligibility		Municipal Treasurer's Office
1	Senior Revenue Collection Clerk II	44	7	12, 344.00	Completion of 2 years studies	None Required	None Required	Career Service (Sub Prof) 1st Level Eligibility		Municipal Treasurer's Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter to the address below not later than February 6, 2021. Equal opportunity is provided to PWD's

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 present position for one (1) year (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:

ANA TAN PALLOC
Municipal Mayor
LGU-Lope de Vega, Northern Samar
palloc_ana56@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.