



**Republic of the Philippines**  
**LOCAL GOVERNMENT UNIT-LOPE DE VEGA**  
**Request for Publication of Vacant Positions**

Electronic copy to be submitted to the  
CSCFO must be in MS Excel format

**To: CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Lope de Vega in the CSC website:

*Ana Tan Palloc*  
**ANA TAN PALLOC**

Municipal Mayor

Date: August 25, 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	Revenue Collection Clerk II	44	7	12884.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office

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 August 31, 2021. 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.

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](http://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, N. Samar

[palloc\\_ana56@yahoo.com](mailto:palloc_ana56@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**