

Republic of the Philippines
Municipality of Maydolong, Eastern Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which we are authorized to be filled, at the LGU-MAYDOLONG, EASTERN SAMAR in the CSC website:

EASTER VINA B. AMBAL
HRMO

Date: January 4, 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	Administrative Assistant II (Bookkeeper I)	8	8	16,630.00	Completion of two years studies in college.	4 hours of relevant training	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		LGU-Maydolong, Eastern Samar
1	Planning Assistant	14b	8	16,630.00	Completion of two years studies in college.	4 hours of relevant training	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		LGU-Maydolong, Eastern Samar

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 **January 19, 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:

EASTER VINA B. AMBAL
Administrative Assistant II (HRMA)
LGU-Maydolong, Eastern Samar
lgu.maydolong@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

