

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:

HON. GODOFREDO T. GARADO  
Municipal Mayor

Date: August 6, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Assistant Head I (Assistant Municipal Treasurer)	7	22	63,524.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law.	None Required	3 years experience in Treasury or Accounting Service	First Grade Civil Service Eligible or its equivalent	LGU-Maydolong, Eastern Samar
2	Administrative Assistant II (Human Resource Management Assistant)	3b	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 August 23, 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](http://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:

HON. GODOFREDO T. GARADO

Municipal Mayor

LGU-Maydolong, Eastern Samar

[lgu.maydolong@gmail.com](mailto:lgu.maydolong@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.