

Republic of the Philippines  
Local Government Unit - MOTIONG, SAMAR  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Motiong, Samar in the CSC website:

  
HERMES C. SALINAS  
MBO/HRMO-Designate

Date: April 15, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineering Assistant	8751-2	8	157,548.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Municipal Engineer's Office
2	Administrative Assistant I	8751-7	1	103,956.00	Must be able to read and write	None required	None required	None required		Municipal Engineer's Office
3	Administrative Assistant I	8751-8	1	103,956.00	Must be able to read and write	None required	None required	None required		Municipal Engineer's Office
4	Administrative Assistant I	8751-10	1	103,956.00	Must be able to read and write	None required	None required	None required		Municipal Engineer's Office
5	Administrative Assistant I	1091-7	1	103,956.00	Must be able to read and write	None required	None required	None required		Municipal Treasurer's Office
6	Social Welfare Assistant	56-106	8	157,548.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		MSWD 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 than May 03, 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 present position for one (1) year (if applicable);
3. Photocopy of Career Service Examination with rating; and
4. Photocopy of Transcript of Records.

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

RENATO T. CBAEL  
Municipal Mayor  
LGU-Motiong, Samar

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