

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 20, 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	Administrative Assistant III (Secretary II)	1016-2	9	169,056.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Legislative Office
	x-x-x-x-x-x-x-x									

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 06, 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 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. CABAEL
Municipal Mayor
LGU-Motiong, Samar

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.