

Republic of the Philippines
MUNICIPALITY OF PALAPAG, NORTHERN SAMAR
Request for Publication of Vacant Position

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU-Palapag) in the CSC website:


RICARDO A. BATULA
(Head of Agency)
Date: 2-Feb-21

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	Mun. Planning And Dev. Coordinator	E-Dev-001	24/1	68,059.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in Developmental planning or any related field	RA 1080-Environment al Planner)	LGU-Palapag
2	Assistant Municipal Treasurer	E-F-012	22/1	53,494.00	Bachelor's Degree	16 hrs. of relevant training	3 yrs. Of relevant experience	RA 1080- BCL TE, 1st grade or its equivalent	LGU-Palapag
3	BOOKKEEPER I	E-Acc-001	8/1	14,004.00	Completion of two years studies in college	Non required	Non required	Career Service (SubProfessional) First Level Eligibility	LGU-Palapag
3	Admin. Aide VI(Mech. Plant Operator)	AO-006	6/1	12,419.00	High School Graduate or relevant vocational/trade course	None required	None required	Mechanical Equipment Operator 50hp MC 11 s.96-Cat II)	LGU-Palapag
5	Admin. Aide (Crafts & Trade Helper)	AO-015	1/1	9,241.00	Must be able to read & write	None required	None required	None Required(MC 11 s.96-Cat III)	LGU-Palapag

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 2/23/2021.

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;
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:

ARLITA P. APOLONIO
HRMO-III
Brgy. Tinampo Palapag N. Samar
arlitaapolonio@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.