

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

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CIVIL SERVICE COMMISSION
NORTHERN SAMAR FIELD OFFICE

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Date: MAY 17 2021
Action Officer: ROMULO B. SALAZAR RICARDO A. BATULA
Supervising HR Specialist (Head of Agency)
Date: 14-May-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 GOVT DEPT HEAD (MUNICIPAL PLANNING AND DEVELOPMENT COORDINATOR)	E-Dev-001	24/1	69,394.00	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(Environmental Planner)		LGU-Palapag
2	BOOKKEEPER I (Administrative Asst II)	E-Acc-001	8/1	14,601.00	Completion of two years studies in college	4 hrs. OF relevant training	None required	Career Service (SubProfessional)First Level Eligibility		LGU-Palapag
3	ASSISTANT MUNICIPAL TREASURER	E-F-012	22/1	54,732.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	16 hrs. of relevant training	3 yrs . Of relevant experience	RA 1080-BCLTE, 1st grade or its equivalent		LGU-Palapag
4	ADMIN. AIDE VI (MECH PLANT OPERATOR)	AO-006	6/1	12,960.00	High School Graduate or relevant Vocational /Trade course	None required	None required	Mechanical Equipment Operator -50hp MC II s.96-Cat-II		LGU-Palapag
5	ADMINISTRATIVE AIDE I(Crafts & Trade Helper)	AO-015	1/1	9,627.00	Must be able to read and write	None required	None required	None Required(MC 11 s.96-CatIII)		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 June 1, 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.