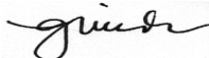


Republic of the Philippines
LGU-PAMBUJAN, NORTHERN SAMAR
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Pambujan in the CSC website:



GINA P. ADORA
HRMO II

Date: February 17, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly/Daily Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver I)	1011-11	3	9,764.00	Elementary school graduate	None Required	None Required	Driver's License (MC 11, s. 96-Cat. II)		Office of the Municipal Mayor
2	Administrative Aide III (Driver I)	1021-11	3	9,764.00	Elementary school graduate	None Required	None Required	Driver's License (MC 11, s. 96-Cat. II)		Office of the Municipal Vice Mayor
3	Administrative Aide II (Messenger)	1011-12a	2	9,207.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Office of the Municipal Mayor
4	Administrative Aide II (Messenger)	1011-12b	2	9,207.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Office of the Municipal Mayor
5	Administrative Aide II (Messenger)	1071-5	2	9,207.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Municipal Budget Office
6	Administrative Aide II (Messenger)	3-02-009-2	2	9,207.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		General Services 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 March 4, 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 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:

GINA P. ADORA
HRMO II
LGU-Pambujan, Northern Samar
ginaadora76@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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7	Administrative Assistant I (Bookbinder III)	1091-11a	7	12,344.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Municipal Treasurer's Office
8	Administrative Assistant I (Bookbinder III)	1091-11b	7	12,344.00	Elementary school graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)		Municipal Treasurer's Office
9	Local Disaster Risk Reduction and Management Officer I	1999-2	11	16,737.00	Bachelor's degree	None Required	None Required	Career Service Professional (Second Level Eligibility)		Municipal Disaster Risk Reduction and Management Office
10	Youth Development Officer II	7611-4	14	21,958.00	Bachelor's degree	3 years of relevant experience (RA 10742)	4 hours of relevant training	Career Service Professional (Second Level Eligibility)		Municipal Social Welfare and Development Office

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