

Republic of the Philippines  
Local Government Unit  
Quinapondan, Eastern Samar  
**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit, Quinapondan, Eastern Samar in the CSC website:

  
**LORENZO B. GAHOY**

HRMO

Date: June 16, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ADMINISTRATIVE AIDE VI (CLERK III)	e-05-002	6	P11,465.00	Completion of 2 years studies in College	None Required	None Required			
X	X-X-X-X-X-X-X-XX-X-X-X-X	X-X-X-X-X	X-X-X-X-X	X-X-X-X-X	NOTHING FOLLOWS	X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X	Quinapondan, Eastern Samar

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 July 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](http://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:

  
**LORENZO B. GAHOY**

HRMO

Quinapondan, Eastern Samar

[lgquinapondanrsa@gmail.com](mailto:lgquinapondanrsa@gmail.com)/[lorenzo.gahoy@yahoo.com](mailto:lorenzo.gahoy@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.