


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:

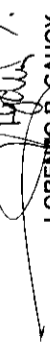

LORENZO B. GAHOY
HRMO
Date: August 23, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD (MUNICIPAL TREASURER)	e-05-001	24	59,552.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years experience in Treasury or Accounting Service	1st Grade Eligibility or its equivalent	N/A	LGU - 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 September 13, 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:


LORENZO B. GAHOY
HRMO
Quinapondan, Eastern Samar
hrmo@quinapondan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.