


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:


ELBERT FABIAN M. LAGRIMAS

HRMO-Designate

LGU-San Roque, Northern Samar

elbertfabianlagrimas@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

Republic of the Philippines
LGU-SAN ROQUE, NORTHERNSAMAR
 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 LGU-San Roque, Northern Samar in the CSC website:

ELBERT FABIAN M. LAGRIMAS

HRMO-Designate

Date: 04/15/2021

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 I	1016-18	1/1	8,370.00	Elementary School Graduate	None Required	None Required	None Required		Legislative Department, SB Secretariat
2	Administrative Aide III (Driver1)	1061-7	3/1	9,350.00	Elementary School Graduate	None Required	None Required	Driver's License (MC11,s.96 Cat.II)		Municipal General Services Department
3	Administrative Aide I	1061-11	1/1	8,370.00	Elementary School Graduate	None Required	None Required	None Required		Municipal General Services Department
	Nothing Follows									

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 _____.

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;