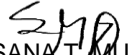


Republic of the Philippines
LGU-Sto. Niño, Samar
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Sto. Niño, Samar in the CSC website:


SUSANA T. MUÑOZ
HRMO

Date: December 29, 2020

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)	22	6	₱122,586.00	Completion of two (2) years studies in college	None required	None required	CS Sub-Professional (1st Level Eligibility)	Computer Operations	Municipal Treasurer's Office, Sto. Niño, Samar
2	NOTHING FOLLOWS									
3										

Interested and qualified applicants including PWD's should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 14, 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:

Susana T. Muñoz

Administrative Officer IV

LGU Sto. Niño, Samar

jigger_belle@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.