

Republic of the Philippines
Province of Eastern Samar
MUNICIPALITY OF SULAT

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-Sulat in the CSC website:

HON. JAVIER E. ZACATE
Head of Agency

Date: June 3, 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 IV (Clerk II)	5-2	4	10,800.00	Completion of two years studies in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility or its equivalent		Municipal Assessor's 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 **June 18 2021**.

1. Application Letter;
2. 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;
3. Performance rating in the **last rating period** (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EVANGELINE E. ERO, HRMO II

Human Resource Management Office, 2nd Flr.

Municipal Bldg., Brgy. Baybay, Sulat, E. Samar

hmosulat@gmail.com / lgu_sulat@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.