

Republic of the Philippines  
**LGU-VILLAREAL**  
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 (N) LGU-Villareal

  
**MARILOU R. LATORRE**

Municipal Mayor

Date: January 11, 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 1 (Laborer I)	2018-39-11	1	8,663.00	Must be able to read and write	none required	none required	none required	none required	Office of the Mayor
2	Revenue Collection Clerk	2018-36-2	5	10,981.00	Completion of two years studies in college	none required	none required	Career Service (Sub Professional) First Level Eligibility	Computer Literate	Municipal Treasurer's Office
3										
4										
5										

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 January 26, 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:

  
**Maria Nenita S. Varela**

HRMO

LGU Villareal, Samar

[varelamanette@gmail.com](mailto:varelamanette@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.