

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 LGU-Villareal


MARILOU R. LATORRE

Municipal Mayor

Date: February 8, 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	Revenue Collection Clerk I	2018-36-2	5	11,456.00	Completion of two years studies in college	none required	none required	Career Service (Sub Professional) First Level Eligibility		Office of the Municipal Treasurer
2	Local Revenue Collection Officer I	2020-31-13	11	17,908.00	Bachelor's Degree	none required	none required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Treasurer
3	Municipal Treasurer	2018-14	24	65,057.00	Bachelor's Degree Preferably in Commerce, Public Administration or Law	none required	three (3) years experience in treasury or accounting service	First grade civil service eligible or its equivalent / BCLTE Passer		Office of the Municipal Treasurer

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 February 23, 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:


Maria Nenita S. Varela

HRMO

LGU Villareal, Samar

varelamanette@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.