

Republic of the Philippines  
LOCAL GOVERNMENT UNIT - STA. LUCIA  
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 LOCAL GOVERNMENT UNIT-STA. LUCIA in the CSC Website:

**MARIA ISABEL BAL-UT-HERMOSA**

Admin. Officer IV (HRMO II)

Date: **January 4, 2019**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant II (Accounting Clerk III)	30	8	13,026.00	Completion of 2 years studies in college	4 hours relevant training	1 year of relevant experience	CS - Subprofessional Eligible		Office of the Municipal Accountant

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](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 ISABEL BAL-UT-HERMOSA  
ADMIN. OFFICER IV (HRMO II)  
LGU-STA. LUCIA, STA. LUCIA, ILOCOS SUR  
[mrbal\\_ut0317@hotmail.com](mailto:mrbal_ut0317@hotmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**