... No. 9

Series of 2017

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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AUG 17 2018 1:49 p.m.
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
-oOo-

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Alangalang Leyte in the CSC website:

REYNALDO B. CAPON SR.
(Head of Agency)

Date: **August 17, 2018**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III(Storekeeper III)	94-43	9	14,852.00	completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		Alangalang Leyte

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 July 30, 2018.

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 present position for one (1) year (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:

RESURRECCION C. YU
OIC-HRMO-Designate
Real Street Alangalang Leyte
hr.alangalang@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.