

Republic of the Philippines
LGU Calubian, Leyte
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 Calubian in the CSC website:

RECEIVED
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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

MRS. BERNADETTE C. MENDOZA

HRMO-Designate

Date:

October 31, 20

No.	Position Title (Parenthetical Title, if applicable)	Plantill a Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of
					Education	Training	Experience	Eligibility	
1	Administrative Officer II (HRMO I)	2-A	G-11	14,715.00	Bachelor's Degree	None Required	None Required	Career Service Sub- Professional (First Level Eligibility)	Mun. M

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;
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:

~~Hon. Doroteo N. Falconit~~
Municipal Mayor
LGU Calubian, Leyte
calubianpu1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.