

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

TO: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Carigara in the CSC website:

HON. EDUARDO C. ONG
(Head of Agency)

Date: **October 09, 2018**

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	7 Administrative Aide III (Laborer II)		3	10,127.00	Must be able to read and write	None Required	None Required	None Required	Not Applicable	Mayor's office

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 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:

HON. EDUARDO C. ONG

Municipal Mayor

EDUARDO MAKABENTA JR., ST. PONDONG, CARIGARA, LEYTE

eduardo02lgucarigara@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Prepared by:


CRESCENTE F. PRECIA
MGDH I (Chief Administrative Officer)