

Electronic copy to be submitted to the CSC  
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**Republic of the Philippines**  
**(LGU Carigara)**  
**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 Carigara in the CSC website:

*Crecente F. Precia*  
**CRESCENTE F. PRECIA**  
**HRMO**

Date: November 23, 2018

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	ADMINISTRATIVE AIDE VI (STENOGRAPHER II)	II-19	6	14,852.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First level Eligibility	N/A	SB SECRETARY

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:

**CRESCENTE F. PRECIA**  
MGDH I (Chief Administrative Officer)  
**EDUARDO MAKABENTA JR., ST. PONONG, CARIGARA, LEYTE**  
[crecenteprecia@yahoo.com](mailto:crecenteprecia@yahoo.com)

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