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MS Excel format

Republic of the Philippines  
Province of Leyte  
Municipality of Dagami  
Request for Publication of Vacant Positions

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government of Dagami in the CSC website:

ABUNDIO I. DELUSA  
Municipal Mayor

Date: *Aug 02* 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Municipal Government Department Head 1 (Municipal Treasurer)	62	24/1	PS1,533,00	Bachelor Degree Preferably in Commerce, Public Administration of Law.	None Required	3 Years experience in treasury or accounting service.	First grade or its equivalent	LGU-DAGAMI, 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 *Aug 31 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](http://www.csc.gov.ph);
2. Performance rating in the present position for (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:

ABUNDIO I. DELUSA  
MUNICIPAL MAYOR  
DAGAMI, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED

**RECEIVED**  
AUG 02 2018 1:55  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II