

Republic of the Philippines  
Local Government Unit, Inopacan 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, Inopacan in the CSC website:

  
RICARDO ERIC S. PROJO  
NRMO

Date: 5-Oct-18

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 Assistant II (Disbursing Officer II)	4.8	8	11,864.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	First Level Eligibility	N/A	Office of the Municipal Treasurer
2	Administrative Aide I (Utility Worker I)	11.2	1	7,486.00	Must be able to read and write	None required	None required	None required	N/A	Office of the Municipal Civil Registrar

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 November 23, 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 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:

**RICARDO ERIC S. PROJO**  
Personnel Officer  
New Municipal Building, Poblacion, Inopacan, Leyte  
[cire214@ymail.com](mailto:cire214@ymail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.