

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
HRMO

Date: 17-Dec-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	Municipal Government Department Head I	19.1	24	54,974.00	Bachelor's degree	120 hours of Supervisory/ Management training	4 years in position/s involving management and supervision	Career Service Professional (2nd level eligibility)	N/A	Office of the Human Resource Management
2	Planning Officer II	8.3	15	21,758.00	Bachelor's degree relevant to the Job	4 Hours of relevant training	1 Year of relevant Experience	Career Service Professional (2nd level eligibility)	N/A	Office of the Municipal Planning & Development
3	Agriculturist II	13.5	15	21,758.00	Bachelor's degree in agriculture or other allied courses such as agricultural engineering, fisheries technology, veterinary medicine	4 Hours of relevant training	1 Year of relevant Experience	Relevant R.A. 1080	N/A	Office of the Municipal Agriculturist
4	Administrative Aide IV (Driver II)	10.7	4	12,674.00	Elementary School Graduate	None Required	None Required	Driver License	N/A	Rural Health unit
5	Administrative Aide V (Revenue Collection Clerk I)	4.4	5	10,111.00	Completion of 2 years studies in college	None Required	None Required	Career Service SubProfessional (1st level eligibility)	N/A	Office of the Municipal Treasurer

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 January 4, 2019 .

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:

RICARDO ERIC S. PROJO
Personnel Officer
New Municipal Building, Poblacion, Inopacan, Leyte
cire214@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.