



Republic of the Philippines  
**PROVINCE OF LEYTE**  
Municipality of Jaro  
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**OFFICE OF THE MUNICIPAL MAYOR**

**REQUEST FOR PUBLICATION OF VACANT POSITIONS**  
(Monthly Positions)

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

This is to request the publication of the following vacant positions of Local Government Unit of Jaro, Leyte in the CSC website:

**ZHARINA D. CELEBRE**  
Municipal Mayor

Date: 8/31/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	QUALIFICATION STANDARDS				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Population Program Worker II	MO-16	7	Php 141,936.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional (First Level Eligibility)	Building Commitment, Speaking Effectively, Program Management	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 September 28, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 21, Revised 2017) which can be downloaded at [www.Csc.gov.ph](http://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;
5. Photocopy of Service Record (if applicable)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

THELMA B. ARGUILLES  
Human Resource Management Officer  
Real St. Corner Del Carmen, Jaro, Leyte  
[thelma\\_arguilles@yahoo.com.ph](mailto:thelma_arguilles@yahoo.com.ph)

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