



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant CASUAL positions, which are authorized to be filled, at the Local Government Unit of Jaro in the CSC website:

Date:

November 13, 2018

ZHARINA D. CELEBRE

(Head of Agency)

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Plg Assi
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	(23) Administrative Aide III (Clerk I)		3	Php 4,525.40	Completion of two years studies in college	1 year relevant experience	None required	None required		
2	(6) Administrative Aide IV (Clerk II)		4	4,525.40	Completion of two years studies in college	2 years relevant experience	None required	None required		
3	(1) Administrative Aide VI (Accounting Clerk I)		6	4,525.40	Completion of two years studies in college	2 years relevant experience	None required	None required		
4	(7) Administrative Aide III (Driver I)		3	4,525.40	Elementary School graduate	1 year relevant experience	None required	None required		
5	(1) Engineering Assistant		8	4,525.40	Completion of two years studies in college	2 years relevant experience	None required	None required		
6	(3) Meat Inspector		6	4,525.40	Completion of two years studies in college	2 years relevant experience	None required	None required		
7	(1) Draftsman		6	4,525.40	High School grad. w/relevant vocational/trade course or completion of 2 years studies in college	1 year relevant experience	None required	None required		
8	(3) Nurse		12	4,525.40	Nursing Graduate	None	None required	RA 1080		
9	(1) Administrative Aide III (Carpenter)		3	4,525.40	Elementary Graduate	1 year relevant experience	None required	None required		



10	(3) Administrative Asst. I (Caterer Operator I)	7	4,525.40	Completion of two years studies in college	2 years relevant experience	None required	None required	None required
11	(2) Midwife	9	4,525.40	Midwifery Graduate	1 year relevant experience	None required	None required	RA 1080
12	(48) Administrative Aide I (Utility Worker I)	1	4,525.40	Must be able to read and write	None required	None required	None required	None required
13	(1) Heavy Equipment Opt. I	4	4,525.40	High School grad. w/relevant vocational/trade course or completion of 2 years studies	1 year relevant	None required	None required	Heavy Equipment Operator
14	(11) Laborer	1	4,525.40	Must be able to read and write	None required	None required	None required	None required

XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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 **December 4, 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;
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.
5. Certificate of Clearance
6. Service Record

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

THELMA B. ARGUILLES
Human Resource Management Officer IV
Real St. Corner Del Carmen, Jaro, Leyte
thelma_arguilles@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ZDC/TBA/JTSLAO