

CS Form No. 9


Series of 2017

Electronic copy to be submitted to the CSC  
FO must be  
in MS Excel format

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF LA PAZ, LEYTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of \_\_\_\_\_ LGU - La Paz \_\_\_\_\_ in the CSC website:

  
**LESMES C. LUMEN, M.D.**  
Municipal Mayor

Head of Agency

Date: December 14, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Asst. Mun. Treasurer	50a	22	P493,224	Bachelor's Degree Relevant to the Job	16 hours Relevant Training	2 years Relevant Experience	Professional Eligibility		LGU - La Paz
2	Budet Officer - I	38b	11	P169,500	Bachelor's Degree Relevant to the Job	8 hours Relevant Training	1 year Relevant Experience	Professional Eligibility		LGU - La Paz
3	Registration Officer	50a	10	P157,236	Bachelor's Degree Relevant to the Job	8 hours Relevant Training	1 year Relevant Experience	Professional Eligibility		LGU - La Paz
4	Agricultural Technologist	53,54	10	P157,236	Bachelor's Degree Relevant to the Job	8 hours Relevant Training	1 year Relevant Experience	R.A. 1080		LGU - La Paz
5	Sr. Bookkeeper	25	10	P157,236	Bachelor's Degree Relevant to the Job	8 hours Relevant Training	1 year Relevant Experience	Professional Eligibility		LGU - La Paz
6	Day Care Worker	4	6	P120,456	Completion of two years in College	None Required	None Required	Sub Professional Eligibility		LGU - La Paz

7	<b>Administrative Aide - II</b>	80c	2	P94,080	Secondary Graduate	None Required	None Required	None Required		LGU - La Paz
8	<b>Administrative Aide - II 3 (Casual)</b>	-	1	P88,284	Elementary Graduate	None Required	None Required	None Required		LGU - La Paz

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 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); with attached Work Experience
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings attended for the last 5 years

**LESME C. LUMEN, M.D.**  
**Municipal Mayor**  
**LGU - La Paz**  
**La Paz, Leyte**

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

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