

Republic of the Philippines
Municipality of Limasawa
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 Municipality of Limasawa in the CSC website:

MARIE ANN D. KANGLEON
HRMO Des.

Date: 12-Nov-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 Aide 1		1	P6,161.00	can read & write	non required	non required	non required		Agriculture
2	Administrative Aide 1		1	P6,161.00	can read & write	non required	non required	non required		Accounting
3	Administrative Aide 1		1	P6,161.00	can read & write	non required	non required	non required		RHU
4	Administrative Aide 1		1	P6,161.00	can read & write	non required	non required	non required		MTO
5	Administrative Aide 1		1	P6,161.00	can read & write	non required	non required	non required		MTO
6	Administrative Aide 1		1	P6,161.00	can read & write	non required	non required	non required		MO
	Nothing Follows									

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 _____.

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:

MARIE ANN D. KANGLEON

HRMO Designate

Cabulihan Limasawa So. Leyte

kangmarieann@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.