



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

Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant position of **LGU-Mahaplag, Leyte** in the CSC website:

HON. DAISY A. LLEVE

(Head of Agency)

Date: **October 2, 2018**

Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Qualification Standards						Place of Assignment
			Annual Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
Mun. Government Assistant Department Head I (Asst. Mun. Treasurer)	17	22	528,456.00	Bachelor's Degree in Commerce or Accountancy	24 hours of relevant training	1 year relevant experience	(CS Prof.) Second Level Eligibility/ R A 1080		Municipal Treasurer'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 October 18, 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/licence; and
4. Photocopy of transcript of Records.

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

HON. DAISY A. LLEVE

Municipal Mayor

LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.