

Republic of the Philippines
MUNICIPALITY OF MALITBOG
Province of Southern Leyte

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 LGU-Malitbog, Southern Leyte in the CSC website.

CAMELO D. AROY
MDPC/HRMO-Designate

Date: December 17, 2018

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 III (Utility Worker I)	47	SG-3	8,936.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat, III)	-	Municipal Treasurer's Office
2	ADMINISTRATIVE AIDE II (Park Attendant I)	84	SG-2	8,400.00	Must be able to read and write	None required	None required	None required (MC 11, s.96-Cat, III)	-	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 December 28, 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.

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

CAMELO D. AROY
MPDC/HRMO-Designate
LGU-Malitbog, Southern Leyte
camelbaroy@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.