

Republic of the Philippines
MUNICIPALITY OF MRIDA, LEYTE
Request for Publication of Vacant Positions

T O : CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the publication of the following vacant positions of MUNICIPALITY OF MERIDA, LEYTE in the CSC website:

MARCOS ANTONIO D. SOLAÑA, MD. , Municipal Mayor

(Head of Agency)

Date : Aug. 17, 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	Administrative Aide I (Utility Worker I B)	107	1	119,772.00	Must be able to read and write	none required	none required	none required (MC 11,s. 96 - Cat.III)		RHU

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below notlater than _____

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017)
2. Performance rating in the present position for one (1) year (if applicable).
3. Photocopy of certificate of eligibility/rating/ license; and
4. Photocopy of Transcript of Records and Diploma, if any,
5. Photocopy of certificates of trainings and previous employment / experience, if any.

We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.

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

MARCOS ANTONIO D. SOLAÑA, MD.
Municipal Mayor
Municipality of Merda, Leyte
ocalambo@yahoo.com.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.