



Republic of the Philippines
LOCAL GOVERNMENT UNIT-SAN ISIDRO, LEYTE
Request for Publication of Vacant Positions

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

To: **CIVIL SERVICE COMMISSION (CSC)**

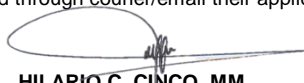
This is to request the publication of the following vacant positions of LGU- San Isidro, Leyte in the CSC website:

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	Clerk II	4	4	114,072.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Attention to detail and flexibility	Mayor's Office
2	Admin. Aide IV (Accounting Clerk II)	54	6	146,544.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Attention to detail and delivering serving excellence	Municipal Accounting Office
3	Admin. Assistant III (Mechanic III)	58	9	157,260.00	High School Graduate or Completion of relevant Vocational/ Trade Course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11.s.96 -Cat.II)	Delivering Excellence, Attention to detail and flexibility	Engineering Office
4	Livestock Inspector II	93	8	146,544.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Attention to detail, flexibility & communication skills	Office of the Municipal Agriculture
5	Agricultural Technologist I	5594-81	10	168, 468.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fishery Technology, and Veterinary Medicine	None Required	None Required	Relevant RA 1080	Professionalism, Interpersonal skills, Monitoring and evaluation	Office of the Municipal Agriculture

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 August 7, 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/license; and
4. Photocopy of Transcript of Records.

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


HILARIO C. CINCO, MM

MGSO/ HRMO Designate

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte

sanisdroleyte1884@gmail.com and hilcin1982@gmail.com

November 6, 2018

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.