

Republic of the Philippines
LGU-SOGOD
Request for Publication of Vacant Positions

Electronic copy to be submitted
must be in MS

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Sogod in the CSC website:

Date:

14-Aug-18

HON. IMELDA UY TAN
(Head of Agency)

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	P
					Education	Training	Experience	Eligibility		
1	Data Controller III	100	11	16,677.00	Completion two years studies in College	8 hours of relevant training	2 years relevant experience	Career Service(Sub- Professional) Data Encoder (MC II, s 96-Cat. I) First Level Eligibility	N/A	Office
										Budget

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 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:

IMELDA UY TAN

Municipal Mayor

Zone-I Sogod, Southern Leyte

sogodleytelgou@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.