


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

To: CIVIL SERVICE COMMISSION (CSC)

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

  
HON. IMELDA U. TAN  
(Head of Agency)  
Date: 17-Sep-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place	
					Education	Training	Experience			
1	Senior Administrative Assistant III (Private Secretary)	2	15	27,565.00	Completion of two years studies in College	None Required	None Required	None Required	N/A	Office of the Mayor

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](http://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  
[sogodleytejgu@gmail.com](mailto:sogodleytejgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.