

Republic of the Philippines  
LGU-Tomas Oppus  
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 Tomas Oppus in the CSC website:

ROGELIO A. LAYO  
**HRMO**

Date: \_\_\_\_\_

| No. | Position Title<br>(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   | Admin.Aide I (U,Worker I)                              | 61                 | 1                      | P6,987.00      | none required           | none required | none required | none required | ----                       | LGU-Tomas Oppus     |
| 2   |  |                    |                        |                |                         |               |               |               |                            |                     |
| 3   |  |                    |                        |                |                         |               |               |               |                            |                     |
| 4   |  |                    |                        |                |                         |               |               |               |                            |                     |
| 5   |  |                    |                        |                |                         |               |               |               |                            |                     |

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 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:

ROGELIO A. LAYO

HRMO III/Administrative Officer V

LGU-Tomas Oppus, Southern Leyte

[abnerlayo68@yahoo.com](mailto:abnerlayo68@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.