

Republic of the Philippines
Local Government Unit of Javier, Leyte
Request for Publication of Vacant Positions

to: CIVIL SERVICE COMMISSION (CSC)

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

LEONARDO M. JAVIER, JR.
(Head of Agency)

Date: August 2, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMIN. AIDE VI (Clerk III)	54	6	10,755.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Office of the Municipal Treasurer LGU - Javier, Leyte

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:

LEONARDO M. JAVIER, JR.

Municipal Mayor

Poblacion Zone I, Javier Leyte

lgujavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.