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must be in MS Excel format

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:

MICHAEL DRAGON T. JAVIER



Municipal Mayor

Date: October 22, 2019

N O.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMIN. AIDE IV (BUDGET AIDE)	61	4	118, 932.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) 1st Level Eligibility	None	MUN. PLANNING AND DEV. OFFICE LGU - Javier, Leyte
2	ADMIN. AIDE III (Utility Worker II)	98	3	112, 200.00	Must be able to read and write	None required	None required	None required	None	MUN. TREASURER OFFICE LGU - Javier, Leyte
3	ADMIN. AIDE III (Utility Worker II)	7	3	112, 200.00	Must be able to read and write	None required	None required	None required	None	MUN. ENGINEERING OFFICE LGU - Javier, Leyte

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:

MICHAEL DRAGON T. JAVIER

Municipal Mayor

Poblacion Zone I, Javier Leyte

lgujavierhr@gmail.com