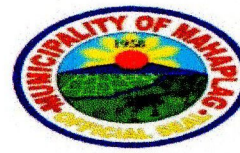


Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mahaplag

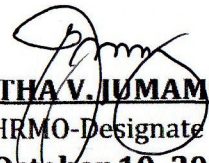


Electronic copy to be submitted to the CSC FO
must be in Excel format

Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant position of **LGU-Mahaplag, Leyte** in the CSC website:


EDITHA V. JUMAMOY
HRMO-Designate

Date: **October 10, 2019**

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Qualification Standards						Place of Assignment
				Annual Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Administrative Assistant (Data Controller IV)	50	13	341,188.00	two years in college	16 hours relevant training	3 years relevant experience	Sub-Prof/ Data Encoder	Municipal Accounting Office	

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 October 25, 2019.

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/licence; and
4. Photocopy of transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

EDITHA V. JUMAMOY

HRMO-Designate

LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.