

Republic of the Philippines
LGU-Palo, Leyte
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 Local Government Unit of Palo, Leyte in the CSC website:

ALLAN P. CHAVERO
HRMO-I

Date: 10/01/2019

No.	Position Title (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	Municipal Government Department Head I (Municipal Civil Registrar) * A Filipino citizen, of good moral character and a resident of the Local Government Unit concerned as provided for under the Local Government Code of 1991.	030	SG-24, Step 1	P66,725.00	Holder of a college degree from a recognized college or university;	None required;	Must have acquired experience in civil registry work for at least three (3) years;	First grade civil service eligible or its equivalent.		Municipal Civil Registrar's Office, LGU-Palo, Leyte
	x-x-x Nothing Follows x-x-x									

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 18, 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 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:

ALLAN P. CHAVERO

Human Resource Management Officer I

LGU-Palo, Leyte

allchavs@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.