

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: 12/7/2020

No.	Position Title (Parent/functional Title, if applicable)	Planilla Item No.	Salary/ Job/Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Municipal Government Department Head I (Municipal Social Welfare and Development Officer)	064	SG-24, Step 1	P68,059.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course;	None required;	3 years experience in the practice of social work;	RA 1080 (Social Worker)		Municipal Social Welfare and Development Office, LGU-Palo, Leyte
	* 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. X-X-X-X-X-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 December 23, 2020.

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.