



Republic of the Philippines
LGU-MAHAPLAG, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Mahaplag, Leyte in the CSC website:


SIGFREDO L. LUMBÃO
HRMO

Date: **December 7, 2021**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1.	Municipal Government Department Head I (Municipal Treasurer)	16	24	65,057.00	College Degree preferably in Commerce, Public Administration or Law		Three (3) years experience in Treasury or Accounting Service	First Grade Civil Service Eligible or its Equivalent		Municipal Treasurer's 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 December 22, 2021.

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:

SIGFREDO L. LUMBÃO

HRMO

LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.