CS Form No. 9
Revised 2018

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

Republic of the Philippines
LGU-Villaba 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 LGU-VILLABA, LEYTE in the CSC website:

ARVIN R. CUEVA
LDRRMO-II/HRMO-IV Designate

Date: December 3, 2021

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	073	22/1	54,732.00	Bachelor's degree	16 hours of relevant	3 years of relevant	Career Service	N/A	Municipal Treasurer's
	Assistant Department Head-I					training.	experience	(Professional)		Office.
	(Local Treasury Operation Officer-IV)							Second Level		
								Eligibility		
x-x	x-x-x-x-x-x-x-x-x-x-x-x-x-x	x-x-x-x-x-x	x-x-x-x	NOTHING	FOLLOWS	x-x-x-x-x-x-x-x-x	x-x-x-x-x-x-x-x-x	x-x-x-x-x-x-x-x-x		

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to thhe address below not later than **December 18, 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:

ENGR. JORGE V. VELOSO
Municipal Mayor
LGU-VILLABA, LEYTE
veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.