



**CSC Southern Leyte Field Office**

**BULLETIN OF  
VACANT POSITIONS  
IN THE GOVERNMENT**

**May 15, 2018**

Date of Release

**Mailing Address:** Capitol Site, Asuncion, 6600 Maasin City

**Telefax:** (053) 571-0894; **Hotline:** 0906 501 8682

**Email:** [cscmaasin@yahoo.com](mailto:cscmaasin@yahoo.com)

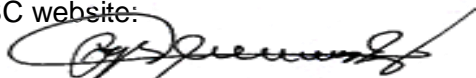
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Republic of the Philippines  
SCHOOLS DIVISION OF MAASIN CITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of **DEPED - SCHOOLS DIVISION OF MAASIN CITY** in the CSC website:

  
**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TEACHER III	TCH3-546264-1998	13	24,224.00	Bachelor's degree of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080, Teacher		ELEMENTARY SCHOOL
2	TEACHER III	TCH3-540957-2013	13	24,224.00	Bachelor's degree of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080, Teacher		ELEMENTARY SCHOOL
3	TEACHER III	TCH3-540980-2014	13	24,224.00	Bachelor's degree of Elementary Education (BEED) or Bachelor's degree plus 18 professional units in Education	None required	2 years relevant experience	RA 1080, Teacher		ELEMENTARY SCHOOL

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 \_\_\_\_\_.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

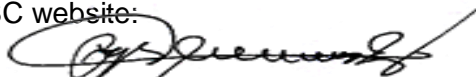
**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent  
Combado, Maasin City  
[cpbernadas@yahoo.com.ph](mailto:cpbernadas@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
SCHOOLS DIVISION OF MAASIN CITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPED - SCHOOLS DIVISION OF MAASIN CITY in the CSC website:

  
**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Teacher II	TCH2-540363-2013	12	22,149.00	Bachelor's Degree in Elementary Education or BS with 18 units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080, TEACHER		ELEMENTARY SCHOOL
2	Teacher II	TCH2-544424-1998	12	22,149.00	Bachelor's Degree in Elementary Education or BS with 18 units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080, TEACHER		ELEMENTARY SCHOOL
3	Teacher II	TCH2-540025-2015	12	22,149.00	Bachelor's Degree in Elementary Education or BS with 18 units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080, TEACHER		ELEMENTARY SCHOOL
4	Teacher I	TCH1-540077-2008	11	20,179.00	Bachelor's Degree in Elementary Education BS with 18 units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080, TEACHER		ELEMENTARY SCHOOL
5	Teacher I	TCH1-556186-1998	11	20,179.00	Bachelor's Degree in Elementary Education BS with 18 units in Education	NONE REQUIRED	NONE REQUIRED	RA 1080, TEACHER		ELEMENTARY SCHOOL

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2. Performance rating in the present position for one (1) year (if applicable);
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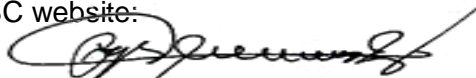
**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent  
Combado, Maasin City  
[cpbernadas@yahoo.com.ph](mailto:cpbernadas@yahoo.com.ph)

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Republic of the Philippines  
SCHOOLS DIVISION OF MAASIN CITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of DEPED - SCHOOLS DIVISION OF MAASIN CITY in the CSC website:

  
**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	TEACHER I	TCH1-541338-2016	11	20,179.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080		SENIOR HIGH SCHOOL
2	TEACHER I	TCH1-541337-2016	11	20,179.00	Bachelor's degree with a major in the relevant strand/subject; or any Bachelor's degree with at least 15 units of specialization in the relevant strand/subject	None required	None required	RA 1080		SENIOR HIGH SCHOOL
3	TEACHER I	TCH1-541335-2016	11	20,179.00	Bachelor's degree; or completion of technical-vocational course(s) in the area of specialization	at NC II	None required	RA 1080		SENIOR HIGH SCHOOL

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 \_\_\_\_\_.

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](http://www.csc.gov.ph);
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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:

**CARMELINO P. BERNADAS, Ph. D., CESO VI**  
OIC - Schools Division Superintendent  
Combado, Maasin City  
[cpbernadas@yahoo.com.ph](mailto:cpbernadas@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the CSC website:

GENIS S. MURALLOS, CESO V  
(Head of Agency)

Date: 15-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Teacher I SHS	541328-2016, 541349-2017	11	20,179	Bachelor's degree holder, or graduate of technical vocational course(s) in the area of specialization	None required training	At least National Certificate II appropriate to the specialization	For Permanent: RA 1080 (teacher), if not, they must pass the LET within 6 years after the date of first hiring (Provisional appointments shall be effective not beyond the 6th year, subject to reappointment); For Contractual and Practitioners (Part-Time) None required		
2	Teacher II SHS	540492-2016	12	22,149.00	Bachelor's degree with a major in the relevant strand/subject or any Bachelor's degree plus at least 6 units towards Master's degree in relevant strand/subject	None required training	None required	For Permanent: RA 1080 (teacher), if not, they must pass the LET within 6 years after the date of first hiring (Provisional appointments shall be effective not beyond the 6th year, subject to reappointment); For Contractual and Practitioners (Part-Time) None required		
3	Administrative Assistant III (Senior Bookkeeper)	540188-2017	9	P17,473-	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level eligibility		
4	Principal II	540317-2010	20	P31,765-	Bachelor's degree in Elementary Education; or Bachelor's degree with 18 professional education units + 6 units of management	40 hours of relevant training	1 year as principal	RA 1080/LET/PBET (Teacher)		

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 \_\_\_\_\_

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2. Performance rating in the present position for one (1) year (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:

\_\_\_\_\_  
(Head of Office/Agency)  
\_\_\_\_\_  
(Position Title)  
\_\_\_\_\_  
(Complete Office Address)  
\_\_\_\_\_  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
MUNICIPALITY OF ANAHAWAN  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - ANAHAWAN in the CSC website:

  
**DIEGO A. LOQUINTE**  
Municipal Mayor

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Private Secretary II	26	15	P 18, 831.45	completion of 2 years in college	none required	none required	none required		Sangguniang Bayan
2	Midwife III	45	13	P 23, 257.00	completion of midwifery course	8 hrs. relevant training on midwifery	2 years of relevant experience	RA 1080 (Midwife)		RHU
3	Admin Aide I (Utility Worker)	9	1	P 6, 810.65	must be able to read and write	none required	none required	none required		Mun. Mayor's Office
	Admin Aide I (Utility Worker)	41	1	P 6, 810.65	must be able to read and write	none required	none required	none required		Mun. Treasurer's Office
4	Admin Aide III (Driver)	27	3	P 7, 794.50	elementary school graduate	4 hrs. of relevant training	1 year of relevant experience	driver's license		Sangguniang Bayan
5	Admin Aide III (Driver)	49	3	P 7, 794.50	elementary school graduate	4 hrs. of relevant training	1 year of relevant experience	driver's license		RHU

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 \_\_\_\_\_.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

\_\_\_\_\_  
DIEGO A. LOQUINTE  
Municipal Mayor  
\_\_\_\_\_  
Anahawan, Southern Leyte  
\_\_\_\_\_  
[lguanahawan@yahoo.com](mailto:lguanahawan@yahoo.com)

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CS Form No. 9

Series of 2017

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

Republic of the Philippines  
Local Government Unit of Hilongos  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Hilongos in the CSC website:

**ALBERT R. VILLAHERMOSA**  
(Head of Agency)

Date: May 11, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Agricultural Technologist	104	SG 10 Step 1	₱ 15,910.00	Bachelor's degree in Agriculture or other related course	None required	None required	RA 1080	Level 2 - Intermediate CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment	Office of the Municipal Agriculturist
2	Administrative Assistant II (Accounting Clerk II)	54	SG 8 Step 1	₱ 13,810.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Accountant
3	Administrative Aide VI (Clerk III)	121	SG 6 Step 1	₱ 12,189.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer



4	Revenue Collection Clerk II	70	SG 7 Step 1	₱ 12,966.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Level 1 - Basic CORE 1: Analytical Thinking: CORE 2: Managing Resources CORE 3: Flexible Thinking: Organizational 1: Drafting Skills Organizational 2: Client Focus:	Office of the Municipal Treasurer
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The Local Government Unit of Hilongos encourages all interested and qualified applicants, including Persons With Disability (PWD), and member of the indigenous communities, irrespective of sexual orientation and gender to apply and should signify their interest in writing. Attach the following documents to the application letter and sent to the address below not later than **June 08, 2018**.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

ALBERT R. VILLAHERMOSA  
Municipal Mayor  
R.V. Villaflores St., Hilongos, Leyte  
[arvillahermosa03@yahoo.com](mailto:arvillahermosa03@yahoo.com)  
[jane.lobedica@yahoo.com](mailto:jane.lobedica@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

**Republic of the Philippines**  
**CITY OF MAASIN**  
**Request for Publication of Vacant Positions**

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

This is to request the publication of the following vacant positions in the Local Government Unit of Maasin City in the CSC website:



**NACIONAL V. MERCADO**

City Mayor

Date: May 10, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 Engineer III	2018-P-229	SG19	P33,278.00	Bachelor's Degree in Engineering relevant to the job.	8 hours of relevant training	2 years of relevant experience	Appropriate R.A. 1080		City Engineering Services Office
2	1 Legal Assistant II	2018-P-168	SG12	P18,179.00	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		City Legal Services Office
3	1 Project Development Officer I	2018-P-005	SG11	P16,677.00	Bachelor's Degree relevant to the job	None required	None required	Career Service Professional, Second Level Eligibility		City Mayor's Office
4	1 Legal Assistant I	2018-P-169	SG10	P15,484.00	Bachelor's Degree	None required	None required	Career Service Professional, Second Level Eligibility		City Legal Services Office
5	1 Administrative Aide IV - (Accounting Clerk I)	2018-P-119	SG4	P10,332.00	Completion of two year college studies	None required	None required	Career Service Subprofessional, First Level Eligibility		City Accounting and Internal Audit Services Office
6	1 Administrative Aide IV - (Driver II)	2018-P-265	SG4	P10,332.00	Elementary School Graduate	None required	None required	Driver's License (MC 10, s. 2013 - CAT. IV)		City Engineering Services Office
7	1 Administrative Aide I - (Laborer I)	2018-P-162	SG1	P8,484.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City General Services Office
8	5 Administrative Aide I - (Utility Worker I)	2018-P013 2018-P171 2018-P-206 2018-P-279 2018-P-380	SG1	P8,484.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013 - CAT. III)		City Mayor's Office City Legal Services Office City Treasury Office City Engineering Office City Agriculture'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 **June 4, 2018**.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**NACIONAL V. MERCADO**

City Mayor

Local Government Unit - Maasin City

E. Rafols St., Tunga-Tunga, Maasin City, Southern Leyte

[lgumaasincity@yahoo.com](mailto:lgumaasincity@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



Republic of the Philippines  
Province of Southern Leyte  
**Municipality of Macrohon**  
Macrohon, Southern Leyte

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

### Request for Publication of Vacant Positions

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

This is to request the publication of the following vacant positions of LGU-Macrohon in the CSC website:

**ALAN JOSE K. AROY, MDMG**

Municipal Mayor

Date: 07-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Clerk II)	54	04	P 9,506.00	Completion of two years studies in college	none required	none required	Carrier Service (sub-prof) First Level Eligibility		MTO
2	Administrative Aide I (Laborer I)	31	01	P 7,883.00	Must be able to read and write	none required	none required	none required		MPDC

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 June 6, 2018.

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

**HON. ALAN JOSE K. AROY, MDMG**  
Municipal Mayor  
San Vicente (Pob.), Macrohon, So. Leyte  
Email Add: [aljoar@yahoo.com](mailto:aljoar@yahoo.com)

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Republic of the Philippines  
Provincial Government of Southern Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:

*Jessica Marie Escano Pano*  
JESSICA MARIE ESCANO PANO  
ACTING GOVERNOR  
CHRISTOPHERSON M. YAP  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	HUMAN RESOURCE MANAGEMENT OFFICER III	64	18	32,124.00	Bachelor's degree	8 Hours of relevant Training	2 year of relevant Experience	Career Service Professional (Second Level Eligibility)		Provincial Administrator's Office

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2. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of Transcript of Records.

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

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,  
Asuncion, Maasin City, Southern Leyte  
6600

(E-mail Address)

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Republic of the Philippines  
Provincial Government of Southern Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Provincial Government of Southern Leyte in the CSC website:

*Jessica*  
JESSICA MARIE ESCAÑO PANO  
ACTING GOVERNOR

CHRISTOPHERSON M. YAP  
(Head of Agency)

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MEDICAL SPECIALIST III	412	23	52,479.00	Doctor of Medicine	8 Hours of relevant Training	2 year of relevant Experience	RA 1080		SOYMPH

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 \_\_\_\_\_.

2. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of Transcript of Records.

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

Sheila S. Hatayna

HRMO II

HR Office Provincial Capitol Bldg.,  
Asuncion, Maasin City, Southern Leyte  
6600

(E-mail Address)

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Republic of the Philippines  
LGU-Tomas Oppus  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-TOMAS OPPUS in the CSC website:

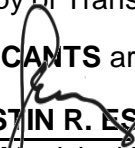
  
AGUSTIN R. ESCAÑO, JR.  
Municipal Mayor

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Midwife II	50	8	P16,903.00	Completion of the midwifery course	4hour of relevant training	1year of relevant experience	RA 1080		LGU-TOMAS OPPUS

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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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:

  
AGUSTIN R. ESCAÑO, JR.  
Municipal Mayor  
LGU-Tomas Oppus, Tomas Oppus, Southern Leyte  
N/A

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**