

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Alangalang
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To: CIVIL SERVICE COMMISSION (CSC)

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


REYNALDO B. CAPON SR.
(Head of Agency)

Date: **January 7, 2019**

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III(Clerk I)	2003-35	3	10,127.00	completion of two years in college	None required	None required	Career Service (Subprofessional) First level eligibility		Alangalang Leyte
2	Administrative Aide III (Utility Worker II)	2003-36	3	10,127.00	Must be able to read and write	None required	None required	None Required		Alangalang Leyte

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 January 21, 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 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:

RESURRECCION C. YU
OIC-HRMO-Designate
Real Street Alangalang Leyte
hr.alangalang@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.