

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

Republic of the Philippines  
PROVINCE OF LEYTE  
Municipality of Alangalang  
-oOo-

**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: **February 13, 2019**[illegible]

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 February 27, 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](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:

RESURRECCION C. YU

OIC-HRMO-Designate

Real Street Alangalang Leyte

[hr.alangalang@gmail.com](mailto:hr.alangalang@gmail.com)

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