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FO must be in MS Excel format

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: **June 08, 2018**

No.	Position Title	Plantilla Item No.	Salary y/ Job/ Pay Grad	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Assistant III (Storekeeper III)	94-43	9	14,852.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service(Subprofessional) First level eligibility		Alangalang Leyte
2	Revenue Collection Clerk II	65	7	12,966.00	Completion of two years studies in college	None required	None required	Career Service(Subprofessional) First level eligibility		Alangalang Leyte
3	Administrative Aide III (Utility Worker II)	2002-07	3	10,127.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat.III)		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 June 26, 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/training/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)