

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	Admin Aide I (Utility Worker I)	4-A	1	P 6, 810.65	must be able to read and write	none required	none required	none required	none required	Mun. Mayor's Office
2	Admin Aide I (Utility Worker I)	36-A	1	P 6, 810.65	must be able to read and write	none required	none required	none required	none required	Mun. Treasurer's Office
3	Admin Aide III (Driver I)	23-B	3	P 7, 794.50	elementary school graduate	4 hrs. of relevant training	1 year of relevant experience	driver's license		Sangguniang Bayan
4	Admin Aide III (Driver I)	43-A	3	P 7, 794.50	elementary school graduate	4 hrs. of relevant training	1 year of relevant experience	driver's license		RHU
5					-nothing follows-					
6										

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;
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
jeuanahawan@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.