

Republic of the Philippines
LGU Calubian, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


HON. DOROTEO N. PALCONIT
(Head of Agency)

Date: May 30, 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	Administrative Assistant V(Project Dev't Officer I)	27	G-11	P 14,890.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional Second Level Eligibility)		MPDC Office
2	Administrative Aide VI (Clerk III)	3	G-06	P 10,388.00	Completion of two years studies in college	None Required	None Required	Career Service Sub-(Professional First Level Eligibility)		Mayor's Office
3	Administrative Aide IV(Mechanic I)	73	G-04	P 9,116.00	High School Graduate or Completion of relevant Vocation/Trade Course	None Required	None Required	Mechanic (MC II, s. 96 - cat. I)		MEO

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:

Hon. Doroteo N. Palconit
Municipal Mayor
LGU Calubian, Leyte
calubianlgu1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.