

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU Calubian in the CSC website:

Donna
MRS. BERNADETTE C. MENDOZA
HRMO-Designate

Date: October 31, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantill a Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer II (HRMO I)	2-A	G-11	14,715.00	Bachelor's Degree	None Required	None Required	Career Service Sub- Professional (First Level Eligibility)		Mun. Mayor's Office

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 last rating period (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:

Donna
Hon. DONA EON PALCONIT
Municipal Mayor
LGU Calubian, Leyte
calubianigu1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.