

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

is to request the publication of the following vacant positions of **(LGU-CARIGARA)** in the CSC website:

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

HON. EDUARDO C. ONG
(Head of Agency)

Date: **June 6, 2018**

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
				Education	Training	Experience		
10 Administrative Aide III (Clerk I - Casual)		3	9,679.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub Professional) 1st Level Eligibility	
5 Administrative Aide III (Driver I - Casual)		3	9,679.00	Elementary Graduate	None Required	None Required	Driver's License (MC II, s. 96-Cat III)	
5 Administrative Aide I (Laborer I - Casual)		1	8,484.00	Elementary Graduate	None Required	None Required	None Required (MC II, s. 96-Cat III)	
Social Welfare Officer I	XII-4	11	16,677.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	MSWDO
Administrative Aide III (Clerk I)	XIII-2	3	9,679.00	Completion of two years studies in college	None Required	None Required	Career Service (SubProf.) 1st Level Eligibility	POPCOM

ed 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 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; performance rating in the present position for one (1) year (if applicable); photocopy of certificate of eligibility/rating/license; and photocopy of Transcript of Records.

IFIED APPLICANTS are advised to hand in or send through courier/email their application to:

HON. EDUARDO C. ONG
MUNICIPAL MAYOR

DUARDO MAKABENTA JR. ST. PONONG, CARIGARA, LEYTE
eduardo02lgucarigara@gmail.com

ATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

ed by:



CRESCENTE F. PRECIA

Municipal Government Department Head I
(Chief Administrative Officer)