

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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LGU Carigara) in the CSC website:

HON. EDUARDO C. ONG  
(Head of Agency)

Date: December 05, 2017

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	Revenue Collection Clerk II	IX-9	7	12,567.00	Completion of two years Studies in College	None	None required	Career Service Subprofessional (First Level Eligibility)		Municipal Treasury
2	Administrative Aide VI (Clerk III)	IX-13	6	11,773.00	Completion of two years Studies in College	None	None required	Career Service Subprofessional (First Level Eligibility)		Municipal Treasury

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](http://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. EDUARDO C. ONG

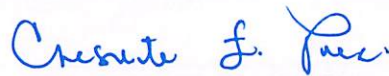
Municipal Mayor

EDUARDO MAKABENTA JR. ST. PONONG, CARIGARA, LEYTE

[eduardo02lgucarigara@gmail.com](mailto:eduardo02lgucarigara@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

Perpared by:



**CRESCENTE F. PRECIA**

Municipal Government Department Head I  
(Chief Administrative Officer)