

Republic of the Philippines  
LGU Carigara  
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 Carigara) in the CSC website:  
  
CRESCENTE F. PRECIA  
HRMO

Date: December 12, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	30 Administrative Aide III (Clerk I-Casual)		3	10127	Completion of two years studies in college	None Required	None Required	Career Service (Sub Professional) 1st Level Eligibility		
2	5 Administrative Aide III (Driver I-Casual)		3	10127	Elementary Graduate	None Required	None Required	Driver's License (MC II, s. 96-Cat III)		
3	5 Administrative Aide I (Laborer I-Casual)		1	8934	Elementary Graduate	None Required	None Required	None Required (MC II, s. 96-Cat III)		
4	34 Administrative Aide III (Laborer II-Casual)		3	10127	Elementary Graduate	None Required	None Required	None Required		

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 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:

**CRESCENTE F. PRECIA**

**MGDH I (Chief Administrative Officer)**

**EDUARDO MAKABENTA JR. ST. PONONG, CARRIGARA, LEYTE**

**[crescenteprecia@yahoo.com](mailto:crescenteprecia@yahoo.com)**

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