



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Jaro in the CSC website:

ZHARINA D. CELEBRE
(Head of Agency)

Date: **October 30, 2018**

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Municipal Government Department Head I (Municipal Treasurer)	MTO- 1	24	Php 51,533.00	Bachelor's Degree preferably Commerce, Public Administration or law	None required	3 years experience in treasury or accounting services	First grade or its equivalent	Exemplifying Integrity & other core Managing Performance Delivering Service Excellence Thinking Strategically	Office of the Municipal Treasurer

XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

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 **November 20, 2018**.

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.
5. Certificate of Clearance
6. Service Record

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

THELMA B. ARGUILLES
Human Resource Management Officer IV
Real St. Corner Del Carmen, Jaro, Leyte
thelma_arguilles@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Jaro
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OFFICE OF THE MUNICIPAL MAYOR

REQUEST FOR PUBLICATION OF VACANT POSITIONS
(Monthly Positions)

To : **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of Local Government Unit of Jaro, Leyte in the CSC website:

ZHARINA D. CELEBRE
Municipal Mayor

Date: 8/31/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	QUALIFICATION STANDARDS				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Population Program Worker II	MO-16	7	Php 141,936.00	Completion of two years studies in college	None required	None required	Career Service Sub Professional (First Level Eligibility)	Building Commitment, Speaking Effectively, Program Management	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 September 28, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 21, 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;
5. Photocopy of Service Record (if applicable)

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

THELMA B. ARGUILLES
Human Resource Management Officer
Real St. Corner Del Carmen, Jaro, Leyte
thelma_arguilles@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED