

Republic of the Philippines
Local Government Unit of Javier, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - JAVIER in the CSC website:

LELIS
LELIS S. OBIDOS
HRMA

Date: January 9, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	MUN.GOV.DEPT.HEAD 1 (MUNICIPAL ASSESSOR)	35	24	750, 660.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	3 years experience in real property assessment work or any related field	First grade or its equivalent	None	Office of the Municipal Assessor LGU - Javier, Leyte
2	CASHIER III	103	18	365, 736.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd Level Eligibility	None	Office of the Municipal Treasurer LGU - Javier, Leyte
3	ADMIN. AIDE III (DRIVER 1)	47	3	112, 200.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s.96-Cat.II)	None	Office of the Municipal Mayor

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 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:

LELIS S. OBIDOS

HRMA

Poblacion Zone I, Javier Leyte

lgujavierhr@gmail.com

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

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 Local Government Unit of Javier, Leyte
 Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - JAVIER in the CSC website:

[Signature]
LELIS S. OBIDOS
 (HRMA)

Date: January 4, 2019

Position Title	Plantilla Item No.	Salary/ Job/ Pay	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Mun. Gov. Dept. Head 1 (Mun. Health Officer)	74	24	659,688.00	DOCTOR OF MEDICINE	NONE	3 years experience as medical practitioner	RA 1080	None	MUN.HEALTH OFFICE LGU - Javier, Leyte

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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.

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

LELIS S. OBIDOS

 HRMA

 Poblacion Zone I, Javier Leyte

lgujavierhr@gmail.com

PLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.