

Republic of the Philippines  
Municipality of Julita  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

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	Administrative Aide I 11 Casual	None	SG 1	6,987.00	Must be able to read and write	None required	None required	None required	None required	Office of the
X	X	X	X	X	X	X	X	X	X	X

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 June 15, 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](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:

**ATTY. PERCIVAL S. CAÑA**

Municipal Mayor

LGU-Julita, Leyte

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

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

**RECEIVED**  
JUN 04 2018 (0:14pm)  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE II

**ATTY. PERCIVAL S. CAÑA**  
Municipal Mayor

Date: June 1, 2018