

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF KANANGA
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

HON. ROWENA N. CODILLA
(Head of Agency)

Date: 07/31/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Market Supervisor III	8811-136	18-1	411,324.00	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Prof.)/ Second Level Eligibility		Municipal Public Market
2	Administrative Aide II (Bookbinder I)	1081-057	2-1	120,960.00	Elementary School Graduate	None Required	None Required	None Required		Municipal Accountant's Office
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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;
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. ROWENA N. CODILLA / LGU KANANGA
Municipal Mayor
REAL STREET, POB. KANANGA, LEYTE
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.