

Republic of the Philippines  
(Name of Agency)  
Request for Publication of Vacant Positions

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CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the C: LGU, Leyte, Leyte in the CSC website:

*[Signature]*  
ALVARO C. SUMAYAN, JR.  
HRMO-1

Date: \_\_\_\_\_

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Government Departmental Head I (Municipal Health Officer)	VI-C-MHO-1	SG-24	73,299.00	Doctor of Medicine	None	3 yrs experience as medical practitioner	RA 1080	Municipal Health Office, Leyte, Leyte

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 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:

Arnold James M. Ysidoro  
Municipal Mayor  
LGU- Leyte, Leyte  
[hrmo5iguleyte@gmail.com](mailto:hrmo5iguleyte@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.