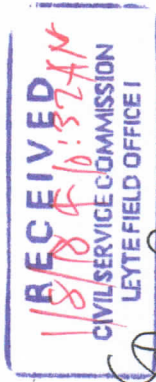


Republic of the Philippines  
LOCAL GOVERNMENT UNIT, Leyte, Leyte  
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Leyte, Leyte in the CSC website:

ALVARO C. SUMAYAN, JR.  
HRMO-V

Date:

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Asst. II (Plumber Foreman)	ME-2017-02	SG-08	12,212.00	High School Graduate or Completion of relevant vocational/trade course	4 hrs of relevant training	1 yr of relevant experience	Pipefitter or Plumber (MC11, s.96-Cat. 1)	Engineering Office
2	Pipefitter Foreman	ME-2017-03	SG-08	12,212.00	High School Graduate or Completion of relevant vocational/trade course	4 hrs of relevant training	1 year of relevant experience	Pipefitter or Plumber (MC 11, s.96-Cat.1)	Engineering Office
3	Administrative Aide VI (Electrician II)	ME-2017-05	SG-06	10,755.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (250 volts) (MC11, s 96-Cat.1)	Engineering Office
4	Administrative Aide VI (Electrician II)	ME-2017-06	SG-06	10,755.00	High School Graduate or Completion of relevant vocational/trade course	None Required	None Required	Electrician (Building Wiring) (250 volts) (MC 11, s 96-Cat.1)	Engineering 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 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

[harmo5lguleyte@gmail.com](mailto:harmo5lguleyte@gmail.com)

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