

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

SERVICE COMMISSION (CSC)

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



[Signature]
ALVARO C. SUMAYAN, JR.
HRMO-V

Date:

Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Administrative Asst. II (Senior 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 (MC 11, s. 96-Cat. 1)	Engineering Office	
Water 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	
Administrative Aide VI (Technician 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) (MC 11, s. 96-Cat. 1)	Engineering Office	
Administrative Aide VI (Technician 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	

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 15 days after the last date of publication of this advertisement: (1) duly 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.

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

Arnold James M. Ysidoro
Municipal Mayor
LGU- Leyte, Leyte
hrmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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

RECEIVED
JAN 03 2019 4:19
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

Office: **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-V

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place Assign
					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

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:

Arnold James M. Ysidoro
Municipal Mayor

LGU- Leyte, Leyte

hrmo5iguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.