

**Republic of the Philippines
Local Government Unit- LEYTE, LEYTE
Request for Publication of Vacant Positions**

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

CSC COMMISSION (CSC)

For the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit- Leyte, Leyte in the CSC website:

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

Date: _____

Title if applicable	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
ADMINISTRATOR	MO-2014-01	SG 24	54,974.00	Bachelor's degree preferably in Public Administration, Law or any related course	none	3 years experience in management and administration work	First grade or its equivalent	Municipal Mayor's Office	
ASSISTANT I Line Operator	MO-2013-01	SG 7	11,441.00	Elementary School Graduate	none required	none required	none required (MC 11, s. 96- Cat. III)	Municipal Mayor's Office	
HER RISK MANAGEMENT OFFICER	MO-2014-05	SG 8	12,212.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience in DRRM	Career Service Subprofessional/1st Level Eligibility	Municipal Mayor's Office	
ADMINISTRATOR II (Municipal Development Officer)	V-A-1/1	SG 24	54,974.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related courses	none	3 years experience in government planning or any related field	First grade or its equivalent	Municipal Planning Development Office	
ASSISTANT II (Assistant)	V-B-4/4	SG 8	12,212.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Municipal Budget Office	

MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Accountant)	V-C-5/5	SG 24	54,974.00	Bachelor's degree in Commerce/Business Administration major in Accounting	none	3 years experience in the treasury or accounting service	RA 1080	M Ac
ADMINISTRATIVE ASSISTANT II (Accounting Clerk III)	V-C-7/7	SG 8	12,212.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Subprofessional)	M Ac
MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Treasurer)	VI-A-1/1	SG 24	54,974.00	Bachelor's degree preferably in Commerce, Public Administration or Law	none	3 years experience in treasury or accounting service	First grade or its equivalent	M Treas
ADMINISTRATIVE OFFICER III (Cashier II)	VI-A-2.1	SG 14	19,871.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level	M Treas
ADMINISTRATIVE ASSISTANT I (Computer Operator I)	ASSO-2010-01	SG 7	11,535.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	none required	none required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	M Ac
ADMINISTRATIVE AIDE III (Driver I)	III-SB-02	SG 3	8,936.00	Elementary School Graduate	none required	none required	Driver License (MC 11, s. 96- Cat. II)	M He

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.
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:

Alvaro C. Sumayan, Jr.
 ALVARO C. SUMAYAN, JR.
 HRMO- V
 Poblacion, Leyte, Leyte
leytemayoroffice@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.