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

Republic of the Philippines LOCAL GOVERNMENT UNIT OF LILOAN, SOUTHERN LEYTE

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the	LGU-Liloan, So. Leyte in the CSC website: ANNE MARIE C. SERDAN
	HRMO
	Date: 29-Nov-18

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
	Administrative Aide III [Clerk I]	47	3	·	Completion of two years studies in college	None required	None required	Career Service [Subprofessional]	NA	Mayor's Office
1										
2	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									
3										
4										
5										

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 last rating period (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:

ANNE MARIE C. SERDAN					
MGDH I					
Mabini St., Poblacion, Liloan, So. Leyte					
annemarie_crave@yahoo.com					

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.