



**Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant position of **LGU-Mahaplag, Leyte** in the CSC website:

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

**HON. DAISY A. LLEVE**  
 (Head of Agency)

Date: July 23, 2018

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Qualification Standards					Place of Assignment	
				Annual Salary	Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide IV (Clerk II)	3	4	114,072.00	Completion of 2 years in College	None required	None required	Career Service Sub-prof.	Computer Literate	Local Civil Registrar
2	Administrative Aide IV (Clerk III)	44	6	129,060.00	Completion of 2 years in College	None required	None required	Career Service Sub-prof.	Computer Literate	Mun. Planning and Development Office
3	Social Welfare Officer II	95	15	261,096.00	BS in Social Work	16 hours relevant training	2 years Experience	RA 1080		Mun. Social Welfare & Development Office
4	Midwife III	59	13	290,688.00	Midwifery Graduate	16 hours relevant training	2 years Experience	RA 1080		Mun. Health Office/ Rural Health Unit
5	Agricultural Technologist	71	10	168,468.00	BS Agriculture Graduate or Related Course	None required	None required	RA 1080		Mun. Agriculture Office
6	Administrative Aide III	79	3	107,232.00	At least High School Graduate	None required	None required	None required		Mayor's 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 July 31, 2018.

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/licence; and
4. Photocopy of transcript of Records.

QUALIFIED APPLICANT'S are advised to hand in or send through courier their application to:

**HON. DAISY A. LLEVE**  
 Municipal Mayor  
 LGU-Mahaplag, Leyte  
[hrmo.mahaplag@gmail.com](mailto:hrmo.mahaplag@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.