

Republic of the Philippines
PROVINCE OF LEYTE
Municipality of Mahaplag



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



(Signature)

HON. DAISY A. LLEVE

(Head of Agency)

Date: **September 11, 2018**

No.	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Qualification Standards				Competency (if applicable)	Place of Assignment
				Annual Salary	Education	Training	Experience		
1	Mun. Govt. Asst. Dept. Head I (Human Resource Management Officer IV)	52	22	528,456.00	Bachelor's Degree	32 hours of relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Management Office
2	Municipal Government Department Head I (Municipal Treasurer)	16	24	659,688.00	Bachelor of Science in Commerce	32 hours of relevant training	3 years relevant experience	Career Service (Professional) Second Level Eligibility	Municipal Treasurer'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 September 26, 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;
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 APPLICANTS are advised to hand in or send through courier their application to:

HON. DAISY A. LLEVE
Municipal Mayor
LGU-Mahaplag, Leyte
harmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.