

Republic of the Philippines  
 PROVINCE OF LEYTE  
 Municipality of Mahaplag

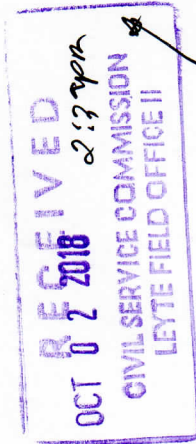


**Request for Publication of Vacant Positions**

**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



*Daisy A. Llave*

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

**Date: October 2, 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	<b>Mun. Government Assistant Department Head I ( Asst. Mun. Treasurer)</b>	<b>17</b>	<b>22</b>	<b>528,456.00</b>	<b>Bachelor's Degree in Commerce or Accountancy</b>	<b>24 hours of relevant training</b>	<b>1 year relevant experience</b>	<b>( CS Prof. ) Second Level Eligibility/ R A 1080</b>	<b>Municipal Treasurer's Office</b>

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 October 18, 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 APPLICANTS 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.