


Republic of the Philippines
MUNICIPALITY OF MALITBOG
Province of Southern Leyte

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Malitbog, Southern Leyte in the CSC Website:


CAMELO D. AROY
MPDC/HRMO-Designate

Date: December 3, 2018

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Social Welfare and Development Officer)	24	SG-24	P54,974.00	Bachelor's degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None required	3 years experience in the practice of social work	RA 1080 (Registered Social Worker)	-	Municipal Social Welfare and Development 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 December 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;
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:

CAMELO D. AROY
MPDC/HRMO-Designate
LGU-Malitbog, Southern Leyte
cameloarroy@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.