

Republic of the Philippines
Local Government Unit of Mayorga
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-MAYORGA in the CSC website:

VALENTE O. ADOLFO
Municipal Mayor

Date: 4-Jun-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Revenue Collection Clerk I	28	5	P 8,912.50	Completion of two years studies in college	None	None	Career Service (Subprofessional) 1st Level Eligibility	None	Office of the Mun. Treasurer LGU-Mayorga, Leyte
2	Revenue Collection Clerk I	30	5	P 8,912.50	Completion of two years studies in college	None	None	Career Service (Subprofessional) 1st Level Eligibility	None	Office of the Mun. Treasurer LGU-Mayorga, Leyte
3	Social Welfare Officer I	61-B	11	P 13,544.00	Bachelor's degree in Social Work	None required	None required	RA 1080	None	Office of the Mun. Social Welfare Dev't Officer LGU-Mayorga, Leyte
4	Local Disaster Risk Reduction Management Officer I	8-B	11	P 13,544.00	Bachelor's degree	None	None	Career Service (Professional) 2nd Level Eligibility	None	Office of the Mun. Mayor LGU-Mayorga, Leyte
5	General Services Officer	8-A	22	P 35,081.00	Bachelor's degree	16 hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) 2nd Level Eligibility	None	Office of the Mun. Mayor LGU-Mayorga, Leyte

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 June 29, 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/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

VALENTE O. ADOLFO
Municipal Mayor
LGU-Mayorga, Mayorga, Leyte
lgumayorga@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.