

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF MERIDA, 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-Merida, Leyte in the CSC website:

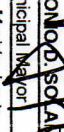
OSCAR  CALAMBO
HRMO
Date: 4-Jan-19

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	MGDH I (Mun. Planning & Dev't. Coordinator)	30	24	54,974.00	Bachelor's degree preferably in Urban Planning, Development studies, Economics, Public Administration or any related course.	none	3 years experience in government planning or in any related field.	R.A. 1080 (Environmental Planner)		MPDO	
2	MGDH I (Human Resource Management Officer)	128	24	54,974.00	Masteral Degree or Certification of Leadership & Management from CSC	24 hours of training in management & supervision	4 years in position/s involving management ans supervision	Career Service (Professional)		HRMO	
3	Administrative Assistant III (Mechanic III)	124	9	13,105.00	High School graduate or completion of relevant vocational/ trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11, s. 96-Cat. III)		Engineering	
4	Administrative Aide III (Utility Worker II (A))	125	3	8,936.00	Must be able to read and write	none required	none required	none required (MC 11, s. 96-Cat. III)		MBO	
5	Administrative Aide III (Utility Worker II (A))	126	3	8,936.00	Must be able to read and write	none required	none required	none required (MC 11, s. 96-Cat. III)		Accounting	

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 _____.

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.

5. Photocopy of certificates of trainings and previous employment / experience, if any.
We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.
QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARCOS ANTONIO SOLANA, M.D.

Municipal Mayor
LGU - Merida, Leyte
lgumayorsoffice@merida.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.