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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 D. CALAMBO
(Signature)
HRMO

Date: 10-Jan-19

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Revenue Collection Clerk II	51	7	11,441.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	MTO
2	Draftsman I (B)	31	6	10,755.00	Completion of two years studies in college or High School Graduate with relevant vocational / trade course.	None required	None required	Draftsman or Illustrator (MC 11, s. 96-Cat. 1) First Level Eligibility	MPPDO
3	Assessment Clerk I	58	4	9,506.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional)	Assessor

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