

Republic of the Philippines  
MUNICIPALITY OF MERIDA, LEYTE  
**Request for Publication of Vacant Positions**

T O : CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of MUNICIPALITY OF MERIDA, LEYTE in the CSC website:

MARCOS ANTONIO D. SOLAÑA, MD., Municipal Mayor

(Head of Agency)

Date : June 5, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Draftsman I ( B )	31	6	124,656.00	Completion of 2 yrs. studies in college or High Schol graduate w/. relevant vocational/ trade course	none required	none required	CSC Sub Prof. Draftsman or Illustrator (MC 11,s. 96 - Cat.I)		MPPDC
2	Administrative Aide I (Utility Worker I B)	92	1	89,832.00	Must be able to read and write	none required	none required	none required (MC 11,s. 96 - Cat.III)		Engineering
3	Administrative Aide I (Utility Worker I B)	84	1	89,832.00	Must be able to read and write	none required	none required	none required (MC 11,s. 96 - Cat.III)		Agriculture

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)
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 :

MARCOS ANTONIO D. SOLAÑA, MD.  
Municipal Mayor  
Municipality of Merda, Leyte  
ocalambo@yahoo.com.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.