

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

T O : CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of 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 : July 6, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Competency (If applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
2	Administrative Aide III (Clerk I)	39	3	102,480.00	Completion of 2 yrs. studies in college	none required	none required	Career Service (Sub-Professional)		Mun. Budget Office
3	Administrative Aide III (Clerk I)	69	3	136,644.00	Completion of 2 yrs. studies in college	none required	none required	Career Service (Sub-Professional)		-Mun. Health 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 July 20, 2018

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.ccm.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*CS Form No. 9
Series of 2017*