

Republic of the Philippines
Province of Leyte
Municipality of Palompon

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

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

MYRA GEORGINA L. AREVALO, MD
Municipal Vice Mayor

Date: _____

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	Local Legislative Staff Employee I	2018-28	2	114,240.00	Elementary School Graduate	None Required	None Required	None Required	None Required	Sangguniang Bayan
2	Administrative Aide II (Messenger)	2018-31	2	114,240.00	Elementary School Graduate	None Required	None Required	None Required	None Required	Sangguniang Bayan

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 2, 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:

MYRA GEORGINA L. AREVALO
Municipal Vice Mayor
Rizal St., Palompon, Leyte
lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.