

Republic of the Philippines
Province of Leyte
Municipality of Palompon

To: CIVIL SERVICE COMMISSION (CSC)

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


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	Administrative Aide III (Clerk I)	2019-34	3	121,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Meets commitments, observes deadlines and achieves desired results	Admin
2	Administrative Aide I (Utility Worker I)	2019-43	1	107,208.00	Must be able to read and write	None required	None required	None required	Completes own work on time	Admin
3	Revenue Collection Clerk III	2019-75	9	178,224.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Receives, screens and processes transactions received at the frontline counter	MTO
4	Revenue Collection Clerk I	2018-79	5	137,508.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Checks accuracy of the details of all transactions and record keeping	MTO

5	Administrative Officer IV	2018-172	15	295,908.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Monitors own progress on innovations introduced against targets, identifies cause of own performance gaps and modifies actions accordingly and considers urgent task and delivers results without delays	MARKET
---	---------------------------	----------	----	------------	-------------------	------------------------------	-------------------------------	--	--	--------

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 15, 2019.

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:



 ROSETTE B. PAJARON-POGOY

 HRMO

 Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.