

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:



RAMON C. OÑATE
Municipal Mayor

Date: October 16, 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	2018-51	6	146,268.00	Completion of two years studies in College or High School Graduate with relevant vocational/ trade course	None required	None required	CS Sub Professional Draftsman or Illustrator (MC 11, s. 96-Cat. I) First Level Eligibility	Demonstrates professional competence and mastery of subject matter	Office of the MPDO

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 October 26, 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:

RAMON C. OÑATE
Municipal Mayor
Rizal St., Palompon, Leyte
lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.