

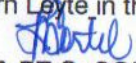


Republic of the Philippines  
PROVINCE OF SOUTHERN LEYTE  
MUNICIPALITY OF PINTUYAN

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Pintuyan, Southern Leyte in the CSC website:

  
**MARIA FE S. CORTEL**  
MBO/HRMO Designate

Date: \_\_\_\_\_

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Tourist Receptionist II	4	SG 10	6,635.00	Must be able to read and write	None required	None required	None required (MC 11, s 96- Cat.III)	N/A	LGU-Pintuyan MTO

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 January 31, 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (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:

**MARIA FE S. CORTEL**  
HRMO-Designate  
Local Government Unit-Pintuyan, So. Leyte  
[mariafecortel@yahoo.com.ph](mailto:mariafecortel@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

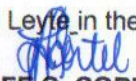


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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide 1 (Utility Worker)	25	SG 1	6,987.00	Must be able to read and write	None required	None required	None required (MC 11, s 96- Cat. III)	N/A	LGU-Pintuyan MTO

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