



Republic of the Philippines  
**LOCAL GOVERNMENT UNIT-SAN ISIDRO, LEYTE**  
**Request for Publication of Vacant Positions**

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- San Isidro, Leyte in the CSC website:

**HON. SUSAN YAP ANG**

Municipal Mayor

Date: 25-Jul-18

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	Chef Administrative Officer	113	24	659,688.00	Masteral Degree	40 hours of relevant training in management and supervision	4 years of relevant experience	Career Service Professional/ Second Level Eligibility	Leading Change Problem Solving Skills Process Management	Administrative 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 August 7, 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](http://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:

**HON. SUSAN YAP ANG**

Municipal Mayor

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte

[sanidroleyte1884@gmail.com](mailto:sanidroleyte1884@gmail.com) and [hilcin1982@gmail.com](mailto:hilcin1982@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**