

Republic of the Philippines  
Province of Leyte  
**MUNICIPALITY OF SAN MIGUEL**  
Request for Publication of Vacant Positions

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JUN 05 2018 4:19 PM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU -San Miguel, Leyte in the CSC website:

*Cheryll Enrica L. Esperas*  
**CHEERYL ENRICA L. ESPERAS**  
Municipal Mayor

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

No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	6 Administrative Aide I (Casual)		1	340.27/d	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor
2	1 Administrative Aide I (Casual)		1	340.27/d	Must be able to read and write	None required	None required	None required		Office of the Municipal Mayor

Interested and qualified applicants should signify their interest in writing. Attach the following to the application letter and send to the address below not later than June 15, 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/licence; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**CHEERYL ENRICA L. ESPERAS**  
Municipal Mayor  
Real Street, Brgy. Libtong, San Miguel, Leyte

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED