


Republic of the Philippines
LGU-SOGOD

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


HON. IMELDA UY TAN
(Head of Agency)
Date: 4-Jul-18

Electronic copy to be submitted to the CSC Form must be in MS Excel format

No.	Position Title	Plantilla a Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignme
					Education	Training	Experience		
1	Administrative Assistant II (SWA)	80	8	13,445.00	Completion of 2 years studies in College	4 hours of relevant	1 year of relevant	Career Service(Sub-Professional) First Level Eligibility	DSWD Office
2	Assessment Clerk II	58	6	11,773.00	Completion of 2 years studies in College	None required	None required	Career Service(Sub-Professional) First Level Eligibility	Assessor 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 _____

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:

IMELDA UY TAN
Municipal Mayor
Zone-I Sogod, Southern Leyte
sogodleyteigu@gmail.com


APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience			
3	Municipal Accountant	40	24	54,754.00	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080	N/A	Accounting Office

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