

**Republic of the Philippines
LOCAL GOVERNMENT UNIT OF STA.FE
Request for Publication of Vacant Positions**

RECEIVED
JUN 28 2018
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit of Sta.Fe in the CSC website:

OSCAR J. MONTEZA
Municipal Mayor
Date: 6/28/18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Human Resource Management Officer II	5	15	Php 19, 561.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Sta.Fe, Leyte
2	Municipal Budget officer I	32	24	Php 46, 834. 15	Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First grade or its equivalent	N/A	Sta.Fe, Leyte

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:

OSCAR J. MONTEZA
Municipal Mayor
Brgy. Zone II, Poblacion, Sta.Fe, Leyte
igu_stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.