

Republic of the Philippines
LOCAL GOVERNMENT UNIT - VILLABA, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Unit - Villaba, Leyte in the CSC website:

HON. JULIET A. LARRAZABAL
(Head of Agency)

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		
01	Supply Officer III	037	18	321,144.00	Bachelor's degree	8 hours of relevant experience	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity and Professionalism, Knowledge of Related Regulations and Procedures, Leading Change	Office of the Municipal Administrator
02	Revenue Collection Clerk II	081	7	137,580.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Exemplifying Integrity and Professionalism, Risk Reduction and Management, Leading Change	Municipal Treasurer's 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 July 2, 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;
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. JULIET A. LARRAZABAL
MUNICIPAL MAYOR
LOCAL GOVERNMENT UNIT - VILLABA, LEYTE
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility		
03	Revenue Collection Clerk II	087	7	137,580.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Exemplifying Integrity and Professionalism, Risk Reduction and Management, Leading Change	Municipal Treasurer's Office
04	Engineering Asst.	101	8	147,528.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Exemplifying Integrity and Professionalism, Problem Solving Skills, Thinking Strategically and Creatively	Municipal Engineering Office

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HON. JULIET A. LARRAZABAL

(Head of Agency)

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					Education	Training	Experience	Eligibility		
05	Midwife II	123	11	247,020.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	Exemplifying Integrity and Professionalism, Risk Reduction and Management, Building Collaborative and Inclusive Working Relationship	Rural Health Unit
06	Youth Development Officer III	135	18	321,144.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity and Professionalism, Influencing and Building Relationship, Creating and Nurturing a High Performance Organization	Municipal Social Welfare and Devt. Office

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(Head of Agency)

Date: _____

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					Education	Training	Experience	Eligibility		
07	Environmental Management Specialist	138	15	251,448.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity and Professionalism, Environment Project/ Programs Implementation, Leading Change	Municipal Environmental and Natural Resources Office

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