

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 | Annual Salary | Qualification Standards | | | | Place of Assignment |
|-----|------------------------------------|--------------------|------------------|---------------|----------------------------|---------------|---------------|-------------------------------------------|----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 01 | Administrative Aide-V (Plumber-II) | 05 | 5 | 124,560.00 | Elementary School Graduate | None required | None required | Pipefitter or Plumber (MC11, s.96- Cat.I) | Municipal Mayor's Office |
| 02 | Welder - I | 039 | 4 | 116,688.00 | Elementary School Graduate | None required | None required | Welder (MC11, s.96- Cat.I) | Municipal Administrator'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 October 31, 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;
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.

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. DENNIS L. SY
Municipal Vice Mayor

Date: _____

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Annual Salary | Qualification Standards | | | | Place of Assignment |
|-----|----------------------------------------|--------------------|------------------------|---------------|--------------------------------------------|------------------------------|-------------------------------|----------------------------------------------------------|------------------------------------|
| | | | | | Education | Training | Experience | Eligibility | |
| 01 | Administrative Assistant-II (Clerk-IV) | 065 | 8 | 151,848.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | Office of the Municipal Vice Mayor |
| 02 | Administrative Aide- III (Clerk-I) | 069 | 3 | 109,320.00 | Completion of two years studies in college | None required | None required | Career Service (Subprofessional) First Level Eligibility | Office of the Municipal Vice Mayor |

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 **NOVEMBER 5, 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. DENNIS L. SY
MUNICIPAL VICE MAYOR
LOCAL GOVERNMENT UNIT - VILLABA, LEYTE
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.