

Republic of the Philippines  
**LOCAL GOVERNMENT UNIT**  
**MATALOM, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit, Matalom, Leyte in the CSC web:

CARIDAD V. SALADO  
HRMO

Date: 20-Sep-18

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Supervising Administrative Officer (Management and Audit Analyst IV)	97	22	46,974	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility	Office of the Municipal Accountant
2	x-x-x								
3									
4									
5									

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 8, 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 last rating period (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:

**Caridad V. Salado**  
Human Resource Management Asst. II  
Mayor's Office, LGU -Matalom, Leyte  
[carriesalado@yahoo.com](mailto:carriesalado@yahoo.com)