

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF BURAUEN
Request for Publication of Vacant Positions

To: **The Director II**
CSC Leyte Field Office
Gov't Center, Palo, Leyte

This is to request the publication of the following vacant positions of **LGU-Burauen, Leyte**, in the CSC website:


JUANITO E. RENOMERON

Head of Agency

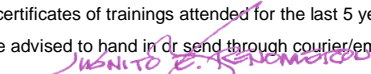
Date: February 18, 2019

	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Govt. Depatment Head I Municipal Civil Registrar I	31	24	878,520.00	Bachelor's degree	None	3 years experience in Civil Registry work	First Grade or its equivalent		MCRO LGU Burauen

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 March 15, 2019

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; with attached Work Experience Sheet (4 copies)
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings attended for the last 5 years

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:


Hon. JUANITO E. RENOMERON
Mayor
Local Government Unit of Burauen
Burauen, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.