

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
LGU Calubian, 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 LGU Calubian in the CSC website:


BERNADETTE C. MENDOZA
HRMO-Designate

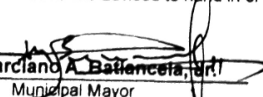
Date: July 10, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Accountant	32	24	54, 974	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	3 years in the treasury or accounting service	R A 1080		Municipal Accountants 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 _____.

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 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:


Hon. Marclano A. Balenceta, Jr.
Municipal Mayor
LGU Calubian, Leyte
calubianlgu1@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.