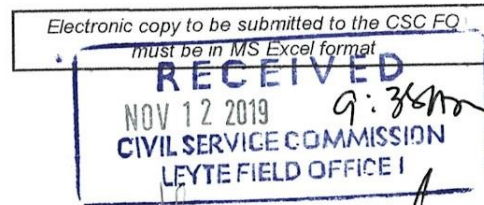


CS Form No. 9
Series of 2017

Republic of the Philippines
LOCAL GOVERNMENT UNIT-CAPOOCAN, 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-Capoocan, Leyte in the CSC website:

THELMA Q. LAGERA
HRMO IV

Date: November 12, 2019

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary (PHP) | Qualification Standards | | | | | Place of Assignment |
|-----|------------------------|--------------------|------------------------|----------------------|--------------------------------|----------|------------|-------------|----------------------------|----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Administrative Aide II | XIV-2 | 2 | 8,821.00 | Must be able to read and write | none | none | none | | Human Resource Management 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 November 25, 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;
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:

FE CLAIRE CAROLINO-PARAGATOS
Municipal Mayor
Mun. Hall Building, Pob. Zone I, Capoocan, Leyte
tlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.