

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

Republic of the Philippines  
(LGU Carigara)  
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 Carigara) in the CSC website:



CRESCENTE F. PRECIA  
HRMO

Date: June 08, 2020

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	Administrative Officer I	IV-2	10	16,348.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Not Applicable	HRMO

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](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:

CRESCENTE F. PRECIA  
MGDH I (Chief Administrative Officer)  
EDUARDO MAKABENTA JR. ST. PONONG, CARIGARA, LEYTE  
[crescenteprecia@yahoo.com](mailto:crescenteprecia@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**