

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:

Crecente F. Precia
CRESCENTE F. PRECIA

HRMO

Date: June 11, 2020

No	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Place of Assignment			
					Education	Training	Experience				
1	Administrative Officer I (Supply Officer I)	IX-5	10	16,348.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Competency (if applicable)	Not Applicable	TREASURER 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:

CRESCENTE F. PRECIA

MGDH I (Chief Administrative Officer)

EDUARDO MAKABENTA JR. ST. PONONG, CARIGARA, LEYTE

crecenteprecia@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.