


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: **AUGUST 10, 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 Aide VI (Clerk III)	VI-4	6	12,620.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Civil Registrar Office
2	Local Treasury Operation Officer I	IX-4	11	17,641.00	Bachelor's degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal 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
crescenteprecia@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.