

Republic of the Philippines
MUNICIPAL GOVERNMENT OF DULAG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Dulag, Leyte in the CSC website:


EUTQUIO C. GLOBIO, JR.
HRMO

Date: 13 March 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer I (Records Officer I)	2.27	10	15,386.00	Bachelor's degree	None required	None required	Career Service (Professional); 2nd Level Eligibility		Office of the Municipal Vice-Mayor

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 28 March 2020:

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:

JADE A. AGULLO
Municipal Vice-Mayor
Municipal Hall, Rizal Ave., cor. Capitan Ciudad St.
Brgy. Buntay (Pob.), Dulag, Leyte 6505

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.