

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



EUTIQUIO C. GLOBIO, JR.
HRMO

Date: 26 November 2019

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	Midwife II	11.9; 11.10	11	20,179.00	Completion of Midwifery course	hours of relevant training	1 year of relevant experience	RA 1080 (Midwife)		Municipal Health Office
2	Administrative Assistant II (Budgeting Assistant)	3.3	8	13,026.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional); 1st Level Eligibility		Municipal Budget Office
3	Administrative Aide I (Utility Worker I)	1.47; 1.31; 1.33	3	8,408.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		General Services 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 12 December 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 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:

ATTY. MILDRED JOY QUE, CPA

 Municipal Mayor

 Municipal Hall, Rizal Ave., cor. Capitan Ciudad St.

 Brgy. Buntay (Pob.), Dulag, Leyte 6505

mique.dulaglg@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.