

Republic of the Philippines
Local Government Unit, Inopacan Leyte
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, Inopacan in the CSC website:



RICARDO ERIC S. PROJO

HRMO

Date: 21-Jan-19

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 (Local Legislative Staff Assistant I)	3.14	6	10,755.00	Completion of 2 years studies in college	None Rquired	None Required	Career Service Subprofessional (Second Level Eligibility)	N/A	Office of the Sangguniang Bayan
				XXXXXXXX	XXXX Nothing Follows	XXXXXXXX				

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 **February 8, 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:

RICARDO ERIC S. PROJO
 Personnel Officer
 New Municipal Building, Poblacion, Inopacan, Leyte
cire214@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.