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
22-Jap 19

Date:

No I	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignmer
1	Administrative Aide III (Clerk I)	4.6	3	8,936.00	Completion of 2 years studies	None Rquired	None Required	Career Service	N/A	Municipal Treasure
				Line de la	in college			Subprofessional		Office
	• 1000							(First Level		
				-				Eligibility)		
2	Administrative Aide VI	3.14	6	10,755.00	Completion of 2 years studies	None Rquired	None Required	Career Service	N/A	Office of the
	(Local Legislative Staff Assistant I)				in college			Subprofessional		Sangguniang Baya
								(First Level		
		-						Eligibility)		
				XXXXXXX	XXXX Nothing Follows XXXXXXX					
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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@vmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.