## 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 <u>LGU, Inopacan</u> in the CSC website:

RICARDO ERIC S. PROJO
HRMO
Date: 26-Feb-19

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No ·	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					1
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Local Legislative Staff Assistant I	3.14	6	10,755.00	Completion of 2 years studies	None Rquired	None Required	Career Service	N/A	Office of the
					in college			Subprofessional		Sangguniang Bayan
	*							(First Level		
								Eligibility)		
2	Revenue Collection Clerk I	4.4	5	10,111.00	Completion of 2 years studies	None Required	None Required	Career Service	N/A	Office of the Municipal
					in college			SubProfessional		Treasurer
								(1st 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 March 14, 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.