*CS Form No. 9*
*Revised 2018*

*Electronic copy to be submitted to the CSC FO must be in MS Excel format*

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 Local Government Unit, Inopacan in the CSC website:

RICARDO ERIC S. PROJO
**HRMO**

Date: 11-Nov-20

| 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 IV (Driver II) | 1.4 | 4 | 9,911.00 | High School Graduate | None Rquired | None Required | Driver's License (MC 11, s. 96 - Cat. IV,as amended) | N/A | Mayor's Office |
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All Interested and qualified applicants, including Persons With Disability (PWD), regardless of sexual preference and gender, should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 27, 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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.