



Republic of the Philippines
PROVINCE OF LEYTE
MUNICIPALITY OF JARO

Request for Publication of Vacant Positions

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

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JAN 13 2020 1:39pm
CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

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 of Jaro in the CSC website:

RODRIGO C. ARBAS
(Head of Agency)

Date: **January 13, 2020**

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	Municipal Government Department Head I (Municipal Treasurer)	MTO-1	24	Php 58,639.00	Bachelor's Degree preferably Commerce, Public Administration or law	None required	3 years experience in treasury or accounting services	First grade or its equivalent	Thinking Strategically & Creatively Managing Performance & Coaching for Results Leading Change Building Collaborative Inclusive Working Relationships Creating & Nurturing High Performing Organization	Office of the Municipal Treasurer
***** NOTHING FOLLOWS *****										

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 3, 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.
5. Certificate of Clearance
6. Service Record

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUDY G. PARADO
Municipal Accountant/ OIC-HRMO
Real St. Corner Del Carmen, Jaro, Leyte
hrguiaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.