



Republic of the Philippines  
PROVINCE OF LEYTE  
MUNICIPALITY OF JARO

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

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 of Jaro in the CSC website:

**ZHARINA D. CELEBRE**

(Head of Agency)

Date: February 22, 2019

| 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 III (Driver I)                  | MDRRMO -5          | 3                      | Php 9,531.00   | Elementary School Graduate | None required | None Required | Driver's License (MC 11, S.96-Cat.II) | Exemplifying Integrity<br>Facilities Management | Mun. Disaster Risk Red. Office |
| 2  | Administrative Aide III (Driver I)                  | MHO-25             | 3                      | 11,914.00      | Elementary School Graduate | None required | None Required | Driver's License (MC 11, S.96-Cat.II) | Exemplifying Integrity<br>Facilities Management | Mun. Health Office             |
| XXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX |   |                    |                        |                |                            |               |               |                                       |   |                                |

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 18, 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](http://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:

**THELMA B. ARGUILLES**  
Human Resource Management Officer IV  
Real St. Corner Del Carmen, Jaro, Leyte  
[thelma\\_arguilles@yahoo.com.ph](mailto:thelma_arguilles@yahoo.com.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.