



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

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: July 1, 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	Administrative Officer III	MEE0	18	P32,510.00	Bachelor's Degree	8 hours relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating Personal Effectiveness, Speaking and Writing Effectively, Championing and Applying for Innovation, Planning and Delivering, Managing Information, Policy Interpretation, Records Management, & Policy Development	Municipal Economic Enterprise Office
2	Midwife III	MHO-5	13/1	P25,232.00	Completion of Midwifery Course	16 hours relevant training	2 years of relevant experience	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Demonstrating Personal Effectiveness, & Social Welfare Services	Municipal Health Office
3	Administrative Aide III (Utility Worker II)	MO-41	3/1	P9,973.00	Must be able to read and write	None required	None required	None required	Delivering Service Excellence, Facilities Management, & Maintenance /Janitorial Services	Mayor's Office

***** 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 July 17, 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. BARADO
Municipal Accountant/HRMO-Designate
Real St. Corner Del Carmen, Jaro, Leyte
hrjgjar@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.