



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: October 7, 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 Assistant V (Data Controller III)	MTO-23	11	₱16,603.00	Completion of two years studies in College or High School; Graduate with relevant vocational/ trade course	8 hours relevant training	2 years of relevant experience	Career Service (Sub-Professional) First Level Eligibility or Relevant MC 11 s. 1996	Exemplifying Integrity, Delivering Service Excellence, Speaking and Writing Effectively, Managing Information, Records Management	Municipal Treasurer'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 **October 23, 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/ HRMO-Designate
Real St. Corner Del Carmen, Jaro, Leyte
hrisujaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.