

Republic of the Philippines
Local Government Unit of Javier, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - JAVIER in the CSC website:



MICHAEL DRAGON T. JAVIER

Municipal Mayor

Date: August 29, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MUN. GOV. DEPT. HEAD 1 (Municipal Agriculturist)	91	24	750,660.00	Bachelor's degree in Agriculture or any related course	None	3 years acquired experience in Agriculture or in a related field	First grade of its equivalent	None	OFFICE OF THE MUN. AGRICULTURE LGU - Javier, Leyte
2	Senior Admin. Assistant III	96	15	274,776.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Sub-professional) 1st Level Eligibility	None	OFFICE OF THE MUN. ACCOUNTANT LGU - Javier, Leyte
3	DRAFTSMAN II	42	8	150,828.00	Completion of two years studies in college or High School Grad. w/ relevant vocational/trade course	4 hours of relevant training	1 years of relevant experience	Career Service (Sub-professional) Draftsman or Illustrator (MC 11, S.96 - Cat.I First Level Eligibility	None	OFFICE OF THE MUN. BUDGET LGU - Javier, Leyte
4	ADMIN. AIDE IV (HRMA)	4	4	118,932.00	Completion of two years studies in college	None required	None required	Career Service (Sub-professional) 1st Level Eligibility	None	OFFICE OF THE MUN. MAYOR LGU - Javier, Leyte

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 present position for one (1) year (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:

MICHAEL DRAGON T. JAVIER

Municipal Mayor

Poblacion Zone I, Javier Leyte

mjavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.