

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: November 10, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SOCIAL WELFARE ASSISTANT	70	8	13, 129.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub professional) First Level Eligibility	None	Mun. Civil Registrar Office LGU - Javier, Leyte
2	REV. COLLECTION CLERK II	26	7	12 344.00	Completion of two years studies in college	None required	None required	Career Service (Sub professional) First Level Eligibility	None	Mun. Treasurer Office LGU - Javier, Leyte
3	ASSESSMENT CLERK II	38	6	11, 643.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub professional) First Level Eligibility	None	Mun. Assessor Office LGU - Javier, Leyte

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below

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

lgujavierhr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.