

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

CS Form No. 9
Series of 2017

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 vacant position of LGU - JAVIER in the CSC website:


MICHAEL DRAGON T. JAVIER
Municipal Mayor

Date: November 18, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	DRAFTSMAN II	42	8	13, 129.00	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	Draftsman (CSC MC 10, s.2013 - Category II)	None	OFFICE OF THE MUN. BUDGET 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 not later than

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.