



Republic of the Philippines  
Local Government Unit-Julita  
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)

This is to request the publication of the following vacant positions of **Local Government Unit Julita** in the CSC website:

ATTY. PERCIVAL S. CAÑA

Municipal Mayor

Date: March 5, 2019

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	Administrative Aide I 1 Casual	None	SG 1	₱7,357.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
X	X	X	X	X	X	X	X	X	X	X

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 December 31, 2019.

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](http://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:

ATTY. PERCIVAL S. CAÑA

Municipal Mayor

Pop. District IV, Julita, Leyte

[localjulite@gmail.com](mailto:localjulite@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**