



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: August 16, 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	Revenue Collection Clerk III	01/63	SG 9	₱12,583.00	Bachelor's Degree relevant to the job	16 hours of training	2 years experience	Career Service (Sub-Professional) First Level Eligibility	None Required	Economic Enterprise
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 April 16, 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 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
Pob. District IV, Julita, Leyte
localjulie@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.