

Republic of the Philippines
Local Government Unit-Julita
Request for Publication of Vacant Positions

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: January 18, 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
2	Revenue Collection Clerk III	01/63	SG 9	₱12,231.00	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 October 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;
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.