

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF LA PAZ
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU - La Paz in the CSC website:

fa: [Signature]
LESMES C. LUMEN, M.D.
Municipal Mayor
Head of Agency

Date: February 27, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if)	
1	Administrative Aide - I	60	1	P88,248/a	At least Elementary Graduate	None Required	None Required	None Required		LGU - La Paz
2	Administrative Aide - I	59	1	P88,248/a	At least Elementary Graduate	None Required	None Required	None Required		LGU - La Paz
3										

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 March 8, 2018

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; with attached Work Experience Sheet (4 copies)
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license
4. Photocopy of Transcript of Records.

LESMES C. LUMEN, M.D.
Municipal Mayor
LGU - La Paz
La Paz, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.