

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:

LESMES C. LUMEN, M.D.
Municipal Mayor
Head of Agency

Date: June 27, 2019

N o.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	EXECUTIVE ASSISTANT III (CO-TERMINOUS)	56	20	P395,112.00/a	Batchelor's degree	None Required	None Required	None Required		La Paz, Leyte
2	XXXXXXXXXXXX									

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 July 3, 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; 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.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

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