

Republic of the Philippines
LOCAL GOVERNMENT UNIT, Leyte, Leyte
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 LGU Leyte, Leyte in the CSC website:

ALVARO C. SUNDAYAN, JR.
HRMO-V

Date:



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 III (Aucio Visual Equipment Operator I)	II-A-2/2	SG-03	8,936.00	Hig 1 School Graduate or completion of relevant vocational/trade course	None Required	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
2	Administrative Asst. II (Budgeting Assistant)	V-B-4/4	SG-08	12,212.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Subprofessional)	First Level Eligibility			Office of the Municipal Budget
3	Administrative Asst. II (Human Resource Management Assistant)	V-D-9/9	SG-08	12,212.00	Completion of two years studies in college	4 hrs of relevant training	1 year of relevant experience	Career Service (Subprofessional)	First Level Eligibility			Human Resource Mgt. Office
4	Administrative Aide III (Utility Worker II)	MO-2017-III3-07	SG-03	8,936.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
5	Administrative Aide IV (Bookbinder II)	ASSO-2011-03	SG-04	9,506.00	Elementary School Graduate	None Required	None Required	None Required	None Required	None Required	None Required	Office of the Municipal Assessor
6	Administrative Asst. II (Accounting Clerk III)	V-C-7/7	SG-08	12,212.00	Completion of two years studies in college	4 hrs. of relevant training	1 year of relevant experience	Career Service (Subprofessional)				Accounting Office

7	Draftsman III _a	ASSO-2010-05	SG-11	15,066.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	3 hrs. of relevant training	2 yrs of relevant experience	First Level Eligibility Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s.96-Cat I)	Office of the Municipal Assessor
8	Administrative Aide III (Utility Worker II)	MHO-2010-8	SG-03	9,936.00	Must be able to read and write	None Required	None Required	None Required (MC11, s.96-Cat. III)	Office of the Municipal Health

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

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:

Arnold James M. Ysidoro
Municipal Mayor
LGU-Léye, Léye
harmo51guleyte@gmail.com

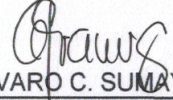
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
Municipality of Leyte
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU Leyte, Leyte in the CSC website:


ALVARO C. SUMAYAN, JR.
HRMO V

Date: June 26, 2018

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	Agricultural Technologist	VII-B-8/8	SG-10	14,039.00	Bachelors degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	Office of the Municipal Agriculturist	

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 31, 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;
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:

Arnold James M. Ysidoro

Municipal Mayor

Leyte, Leyte

hmo5lguleyte@gmail.com or leytemayorsoffice@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.