


Republic of the Philippines
LOCAL GOVERNMENT UNIT, Leyte, 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.
Municipal Gov't. Dep't. Head 1 (HRMO V)
Date: January 27, 2020

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	Municipal Government Department Head I (Municipal Treasurer)	VI-A-1/1	SG-24	62,555.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 years experience in treasury or accounting services	First Grade or its equivalent		Leyte, Leyte Municipal Treasurer's Office

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 February 11, 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:

Arnold James M. Ysidoro
Municipal Mayor
LGU- Leyte, Leyte
hrmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.