

Republic of the Philippines
MUNICIPALITY OF 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. Dept. Head I (HRMO-V)

Date: February 3, 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 1 (Municipal Agriculturist)	VII-B-1	SG-24	62,555.00	Bachelor's Degree in Agriculture or any related course	none	3 years acquired experience in agriculture or in related field.	R.A. 1080		Municipal Agriculture Office
2	Administrative Officer IV (Administrative Officer II)	MO-2019-IIB-08	SG-15	22,898.00	Bachelors Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Mayor's Office
2	Administrative Assistant II (Budgeting Assistant)	V-B-4/4	SG-08	12,212.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Budget Office
3	Administrative Aid VI (Clerk III)	II-A-3/3	SG-06	10,755.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		Municipal Accountants 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 21, 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.