

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Name of Agency) in the C LGU, Leyte, Leyte
in the CSC website:

ALVARO C. SUMAYAN, JR.

Municipal Gov'l Dept. Head I (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 ASSISTANT I (Mechanics II)	ME-2017-04	SG-09	14,088.00	High School Graduate or Completion of relevant vocational trade course	1 yr. of relevant experience	4 hrs. of relevant training	Mechanics MC 10, S.2013-Cat II		Leyte, Leyte Engineering Office
2	ADMINISTRATIVE AIDE III (Audio Visual Equipment Operator I)	II-A-2/2	SG-03	9,764.00	High School Graduate or Completion of relevant vocational trade course	None Required	None Required	None Required (MC 10, S.2013-Cat II)		Leyte, Leyte Mayor'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 _____.

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

jamos.yuleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.