

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.

Municipal Government Dept. Head 1 (HRMO V)

Date: June 4, 2019

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 Dept. Head 1 (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 service	First Grade or its equivalent		Leyte, Leyte Municipal Treasurer's Office
2	Administrative Assistant 1 (Reproduction Machine Operator III)	MO-2013-01	SG-07	11,804.00	Elementary School Graduate	None required	None required	None required (MC 10, S. 2013-Cat III)		Leyte, Leyte Municipal Mayor's Office
3	Administrative Assistant 1 (Computer Operator 1)	ASSO-2010-01	SG-07	11,804.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional Data Encoder (MC 11, s. 96-Cat. 1 First Level Eligibility		Leyte, Leyte Municipal Assessors Office
4	Administrative Assistant III (Mechanics III)	ME-2017-04	SG-09	13,481.00	High School Graduate or Completion of relevant vocational trade course	1 year of relevant experience	4 hours of relevant training	Mechanic MC 10, S. 2013-Cat II		Leyte, Leyte Engineerings Office

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5	Administrative Aide III (Audio Visual Equipment Operator 1)	II-A-2/2	SG-03	9,350.00	High School Graduate or Completion of relevant vocational trade course	None required	None required	None required (MC 10, S. 2013-Cat II)		Leyte, Leyte Municipal 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.

- 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

hrmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.