*CS Form No. 9*
*Series of 2017*

*Electronic copy to be submitted to the CSC FO must be in MS Excel format*

**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't. 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 | ADMIN. ASST. II | MO-2013-02 | SG-08 | 13,129.00 | Completion of two years | 4 hrs. of relevant | 1 yr. of relevant | Career Service | | Office of the Mayor |
| | (CLERK IV) | | | | studies in college | training | experience | (Subprofessional) | | |
| | | | | | | | | First Level | | |
| | | | | | | | | Eligibility | | |
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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 15, 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.**