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 (LGU,Leyte, Leyte in the CSC website:

AL AROC SUMAYAN, JR. Junicipal Gov't. Dept. Head I (HRI

Municipal Goy't. Dept. Head I (HRMO-V)

Date: September 22, 2020

	No.	T	_					T	T	T
Position Title			Municipal Treasurer							
Plantilla Item No.			VI-A-1/1							
Salary/ Job/ Pay Grade			SG-24							
Monthly Salary			63,806.00							
Qualification Standards	Education		63,806.00 Bachelor's Degree	preferably in Commerce	Public Administration	or Law				
	Training		None Required							
	Experience		3 years experience	in treasury or	accounting services					
	Eligibility		First Grade or	its equivalent						
	Competency (if applicable)									
	Place of Assignment		Municipal Treasurer's	Office	Leyte, Leyte					

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 October 9, 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;
- Photocopy of certificate of eligibility/rating/license; and

2. Performance rating in the present position for one (1) year (if applicable);

Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

Arnold James M. Ysidoro

Wunicipal Mayor

LGU- Leyte, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.