

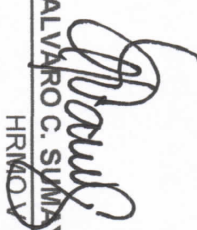


Republic of the Philippines
LGU LEYTE, LEYTE
Request for Publication of Vacant Positions

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

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.
HRMOX
Date: September 24, 2020

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer IV (Planning Officer II	MPDC-2020-04	SG-15	24,040.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 yr of relevant experience	Career Service (Professional) Second Level Eligibility		MPDC Office, Leyte, Leyte
2	Administrative Aide IV (Bookbinder II)	MCR-2020-02	SG-04	10,355.00	Elementary School Graduate	None Required	None Required	None Required (MC 10, s.2013-Cat. III)		MCR, Leyte, Leyte
3	Administrative Aide IV (Animal Keeper 1)	MA-2020-06	SG-04	10,355.00	Must be able to read and write	None Required	None Required	None Required (MC 10, s.2013-Cat. III)		Municipal Agriculture 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 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:

HON. ARNOLD JAMES M. YSIDORO
Municipal Mayor
Office of the Municipal Mayor
Poblacion Leyte, Leyte
harmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.