



Republic of the Philippines
LGU LEYTE, 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.
 HRMO V
 Date: _____
 October 29, 2020

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Administrative Officer II (Public Relations Officer 1)	SB-2020-01	SG-11	16,737.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	Sanguniang Bayan Office Leyte, Leyte
2	Senior Administrative Assistant 1 (Data Controller IV)	MTO-2020-01	SG-13	20,066.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Sub Professional) Data Encoder (MC 11, s. 96-Cat I) First Level Eligibility	Municipal Treasurer's Office Leyte, Leyte
3	Administrative Officer IV (Human Resource Management Officer II)	OHRM-2020-01	SG-15	24,040.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Human Resource Management 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 November 20, 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

hrrmo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.