CS Form No. 9
Revised 2018

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

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF LILOAN, SOUTHERN LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Liloan, So. Leyte in the CSC website:

ANNE MARIE C. SERDAN
HRMO

Date: February 4, 2020

No.	Position Title **(Parenthetical Title, if applicable)**	Plantilla Item No.	Salary/ Job/ Pay Grade	**Monthly Salary**	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	*Municipal Government Assistant Department Head I [Assistant Treasurer]*	21	22	44,038.00	Bachelor's degree preferably in commerce, public administration, or law from a recognized college or university	16 hours of relevant training	3 years experience in the treasury or accounting services	Career Professional [Second Level Eligibility		Municipal Treasurer's Office
2	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxnothingfollowsxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									
3										
4										
5										

Interested and qualified applicants should signify their interest in writing. PWDs are encouraged to apply, if qualified. Attach the following documents to the application letter and send to the address below not later than February 21, 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 last rating period** (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:

ANNE MARIE C. SERDAN
MGDH I
Mabini St., Poblacion, Liloan, So. Leyte
annemarie_crave@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	*Municipal Government Department Head I [Municipal Assessor I]*	45	24	54,974.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	NA	Municipal Assessor's Office
2	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxnothingfollowsxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									
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