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

11-Mar-19

Date:

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-Lile	oan, So. Levte in the CSC website:
	ANNE MARIE C. SERDAN
	(Magh)
	ANNE MARWE C. SERDAN
	HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Municipal Government Department Head I [Municipal Assessor I]	45	SG 24/1	54,974.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course		3 years experience in real property assessment work or in any related filed	RA 1080 [Real Estate Service]		Municipal Assessor's Office
2	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx									•
3										

 $Interested \ and \ qualified \ applicants \ should \ signify \ their \ interest \ in \ writing. \ Attach \ the \ following \ documents \ to \ the \ application \ letter \ and \ send \ to \ the \ address \ below \ not \ later \ than$

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;

- $2.\ Performance\ rating\ \textbf{in the last rating period}\ (if\ applicable);$
- 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.