

Republic of the Philippines  
 PROVINCE OF LEYTE  
 Municipality of Mahaplag



Request for Publication of Vacant Positions

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

**RECEIVED**  
 JAN 31 2020  
 CIVIL SERVICE COMMISSION  
 LEYTE FIELD OFFICE II

*Editha V. Jumamoy*  
**EDITHA V. JUMAMOY**  
 HRMO IV

Date: **January 31, 2020**

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant position of **LGU-Mahaplag, Leyte** in the CSC website:

| No. | Position Title                            | Plantilla Item No. | Salary/Job /Pay Grade | Qualification Standards |   |                                     |  |  | Place of Assignment                 |
|-----|---|--------------------|-----------------------|-------------------------|---|-------------------------------------|--|--|-------------------------------------|
|     |   |                    |                       | Annual Salary           | Education                                 | Training                            | Experience                                 | Eligibility  |                                     |
| 1   | <b>SOCIAL WELFARE ASSISTANT</b>           | 55                 | 8                     | 150,828.00              | <b>Completion of (2) years in college</b> | <b>4 hours of relevant training</b> | <b>One (1) year of relevant experience</b> | <b>Career Service Sub-prof. or First Level Eligibility</b> | <b>MSWDO-LGU Mahaplag, Leyte</b>    |
| 2   | <b>ADMINISTRATIVE ASSISTANT I(RCC II)</b> | 21                 | 7                     | 141,648.00              | <b>Completion of (2) years in college</b> | <b>None required</b>                | <b>None required</b>                       | <b>Career Service Sub-prof. or First Level Eligibility</b> | <b>Municipal Treasurer's Office</b> |

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 February 17, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/licence;and
4. Photocopy of transcript of Records.

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

DAISY A. LLEVE  
 Municipal Mayor  
 LGU-Mahaplag, Leyte  
[hrmo.mahaplag@gmail.com](mailto:hrmo.mahaplag@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.