

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Editha V. Jumamoy
EDITHA V. JUMAMOY
 HRMO IV

Date: **June 25, 2020**

| No. | Position Title | Plantilla Item No. | Salary/Job /Pay Grade | Qualification Standards | | | | | | Place of Assignment |
|-----|-----------------------------------|--------------------|-----------------------|-------------------------|------------------------------------|---------------|---------------|---|----------------------------|------------------------------|
| | | | | Annual Salary | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Day Care Worker I | 56A | 6 | 133,620.00 | Completion of (2) years in college | None required | None required | None required (MC 10 s 2013 Cat. III) | | MSWDO |
| 2 | Administrative Aide IV (Clerk II) | 23 | 4 | 118,932.00 | Completion of (2) years in college | None required | None required | Career Service Sub-prof. or First Level Eligibility | | Municipal Treasurer's Office |

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 March 24, 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/licence; and
4. Photocopy of transcript of Records.

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

HON. DAISY A. LLEVE

 Municipal Mayor

 LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.