

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:

[Signature]
EDITHA V. JUMAMOY
 HRMO IV

Date: July 30, 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	Mun. Government Department Head I (Mun. Assesor)	40	24	765,672.00	Bachelor's degree preferably in Civil or Mechanical 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)		Municipal Assessor'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 August 13, 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.