

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:


HON. DAISY A. LLEVE

HRMO-Designate

Date: **December 4, 2019**

| 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 | Municipal Government Assistant Department Head I (Human Resource Management Officer IV) | 52 | 22 | 587,868.00 | graduate in college | 16 hours relevant training | 3 years relevant experience | CS-PROF. | | Human Resource 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 December 20, 2019.

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:

DAISY A. LLEVE

Municipal Mayor

LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.