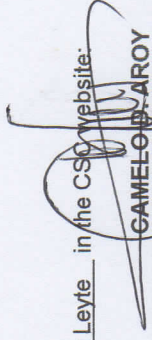


Republic of the Philippines  
**MUNICIPALITY OF MALITBOG**  
Province of Southern Leyte

**Request for Publication of Vacant Positions**

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Malitbog, Southern Leyte in the CSC website:

  
**CAMELO D. AROY**  
MBO/HRMO-Designate

Date: June 01, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	ADMINISTRATIVE AIDE IV (Clerk II)	18	SG-4	P9,911.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	-	Office of the Mayor

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 June 10, 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 **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:

**CAMELO D. AROY**  
MBO/HRMO-Designate  
LGU-Malitbog, Southern Leyte  
[cameloaroy@yahoo.com](mailto:cameloaroy@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.