

Republic of the Philippines
 LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format.
CIVIL SERVICE COMMISSION
 WALSORAO CITY
RECEIVED
 DATE: JAN 16 2020
 TIME: 4:24
 BY: [Signature]

To: CIVIL SERVICE COMMISSION (CSC)

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

OSCAR D. CALAMBO
 MGDHL (HRMO)

Date: Jan. 9, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Draftsman I B	31	6	11,135.00	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	None required	None required	Draftsman or Illustrator (MC 11, s. 99 - Cat. 1) First Level Eligibility		MPDO

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 _____.

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 last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Photocopy of certificates of trainings and previous employment / experience, if any.

We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.

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

HON. ROLANDO M. VILLASENCIO
 Municipal Mayor
 LGU - Merida, Leyte
lgumayoroffice@merida.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.