

**Republic of the Philippines**  
**MUNICIPALITY OF MERIDA, 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 filed, at the LGU-Merida, Leyte in the CSC website:

  
**OSCAR D. CALAMBO**

HRMO IV

Date : January 28, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	Administrative Aide I Utility Worker I (B)	100	1	7,883.00	Must be able to read and write	none required	none required	none required (MC 11, s.96-Cat. III)	N/A	Budget
2	Administrative Aide I Utility Worker I (B)	99	1	7,883.00	Must be able to read and write	none required	none required	none required (MC 11, s.96-Cat. III)	N/A	Accounting
3	Administrative Aide VI (Electrician II)	86	6	10,755.00	High School Graduate or Completion of relevant vocational trade course	none required	none required	Electrician (Building Wiring) (MC 11, s.96-Cat. II)	N/A	Engineering
4	Revenue Collection Clerk I	50	5	10,111.00	Completion of two years studies in college	none required	none required	Civil Service ( Sub-Prof) First Level Eligibility	N/A	Treasurer

**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)
2. Performance rating in the present position for one (1) year (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 :

**MARCOS ANTONIO D. SOLAÑA, MD.**  
Municipal Mayor  
Municipality of Merda, Leyte  
lgumayorsoffice@merida.gov.ph