

Electronic copy to be  
submitted to the CSC FO  
must be in MS Excel format

CS Form No. 9  
Revised 2018

Republic of the Philippines  
LOCAL GOVERNMENT UNIT 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 filled, at the LGU-Merida, Leyte in the CSC website:

OSCAR D. CALAMBO  
HRMO

Date: \_\_\_\_\_

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	Administrative Aide IV (Driver II)	110	4	9,506.00	Elementary School Graduate	none required	none required	Driver License (MC 11,s.96-Cat.II)		Engineering

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](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.
  5. Photocopy of certificates of trainings and previous employment / experience, if any,
- We encourage 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, M.D.  
Municipal Mayor  
LGU - Merida, Leyte  
[lgumayoroffice@merida.gov.ph](mailto:lgumayoroffice@merida.gov.ph)