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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:

2/18/19

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 III (Driver I)	129	3	8,936.00	Elementary School Graduate	none required	none required	Driver License (MC 11,s.96-Cat.II)		Engineering
2	Administrative Aide III (Clerk I)	35	3	8,936.00	Completion of two years studies in college	none required	none required	CSC (Sub Professional) First Level Eligibility		GSO

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:

MARCOS ANTONIO D. SOLAÑA, M.D.

Municipal Mayor

LGU - Merida, Leyte

lgumayoroffice@merida.gov.ph