

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

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  
**MSDH I (HRMO)**

Date: 2-Jul-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	Supervising Administrative Officer ( HRMO IV )	32	22	44,038.00	Bachelor's Degree	16 hrs. of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility)		HRM OFFICE
2	Revenue Collection Clerk II	49	7	11,441.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional)		MTO

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,

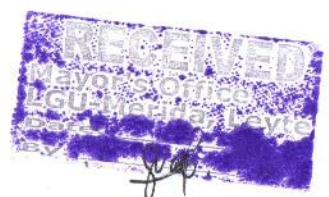
We encouraged individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.

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

HON. ROLANDO M. VILLASENCIO  
Municipal Mayor  
LGU - Merida, Leyte  
[lgumayorsoffice@merida.gov.ph](mailto:lgumayorsoffice@merida.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

02 JUL 2019



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