

Republic of the Philippines
LGU-PADRE BURGOS, SOUTHERN LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the vacant position of LGU-PADRE BURGOS, Padre Burgos, Southern Leyte in the CSC website.

FAL
FLORDELYN E. ACLAO

HRMO

Date: 11/14/2019

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 VI (Disbursing Officer I)	44	6	9,593.25	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal 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 November 28, 2019

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.

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

FLORDELYN E. ACLAO

HRMO

Padre Burgos, Southern Leyte

mayoroffice2012@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.