

Republic of the Philippines  
Local Government Unit of Palo, 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 Local Government Unit of Palo, Leyte, in the CSC website:

ALLAN P. CHAVERO  
HRMO-I

Date: January 18, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Board Secretary I	025	SF-14, Step 1	P21,195.00	Bachelor's degree	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		
	x-x-x-x Nothing Follows									

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 February 5, 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](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.

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

ALLAN P. CHAVERO  
Human Resource Mgt. Officer I  
LGU-Palo, Leyte  
[allchavs@yahoo.com](mailto:allchavs@yahoo.com)

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					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Senior Administrative Assistant III (Private Secretary II)	002	SG-15, Step 1	P23,208.00	Completion of two years studies in college	None required	None required	None required		
2	Assessment Clerk I	062	SG-4, Step 1	P10,139.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		
	x-x-x-x Nothing Follows x-x-x-x									

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