

Republic of the Philippines
Province of Leyte
Municipality of Palompon

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We are hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Palompon in the CSC website:


ROSETTE B. PAJARON-POGOY
HRMO

Date: _____

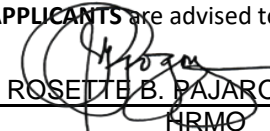
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Legislative Staff Employee I (Messenger)	181	2	9,520.00	Elementary School Graduate	None required	None required	None required	Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishments	SB
2	Administrative Aide II (Messenger)	182	2	9,520.00	Elementary School Graduate	None required	None required	None required	Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishments	MPDC
3	Administrative Aide II (Messenger)	183	2	9,520.00	Elementary School Graduate	None required	None required	None required	Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishments	ADMIN

4	Administrative Aide II (Messenger)	184	2	9,520.00	Elementary School Graduate	None required	None required	None required	Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishments	ADMIN
5	Administrative Aide II (Messenger)	185	2	9,520.00	Elementary School Graduate	None required	None required	None required	Delivers work promptly that is consistent with office policies and procedures, and feels a sense of accomplishments	ADMIN
6	Administrative Aide III (Clerk I)	61	3	10,127.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Meets commitments, observes deadlines and achieves desired results	MCR

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than March 1, 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:



 ROSETTE B. PAJARON-POGOY

 HRMO

 Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.