

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. PAJARÓN-POGOY**  
HRMO

Date: \_\_\_\_\_

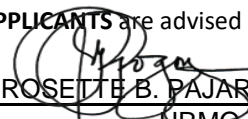
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
	NURSE II	191	15	30,531.00	Bachelor of Science in Nursing	4 hours o relevant training	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	MHO
	NURSE II	192	15	30,531.00	Bachelor of Science in Nursing	4 hours o relevant training	1 year of relevant experience	RA 1080	Sets high standards of work performance for self	MHO
	HUMAN RESOURCE MANAGEMENT AIDE	38	4	11,232.00	Completion of two years studies in college	4 hours o relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Demonstrates professional competence and mastery of subject matter	ADMIN
	ADMIN AIDE III (DRIVER I)	166	3	10,596.00	Elementary School Graduate	none required	none required	Driver License (MC 11, s. 96 - Cat. II)	Works to overcome obstacles to completing tasks or assignments	WASH

	ADMIN AIDE III (CLERK I)	164	3	10,596.00	Elementary School Graduate	4 hours o relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	Understands role in the agency and RECOGNIZES the importance and value of efficient work	WASH
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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 4, 2020.

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:

  
 \_\_\_\_\_  
 ROSETTE B. PAJARON-POGOY  
 HRMO  
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 Rizal St., Palompon, Leyte  
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[lgupalompon@gmail.com](mailto:lgupalompon@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**