



Republic of the Philippines
LGU-PINTUYAN, SOUTHERN 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-Pintuyan, Southern Leyte, in the CSC website:


MARIA FE S. CORTEL
HRMO - Designate


Date: 11/12/2019

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	Senior Administrative Assistant III (Private Secretary II)	2	SG 15	19,296.00	Completion of two years studies in college	Not Required	Not Required	Not Required	N/A	LGU-Pintuyan, So. Leyte - Mayor's Office

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 30, 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:


MARIA FE S. CORTEL
HRMO-Designate
Local Government Unit-Pintuyan, So. Leyte
mariafecortel@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.