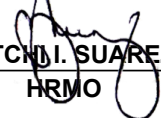


Republic of the Philippines  
**LOCAL GOVERNMENT UNIT OF SAN FRANCISCO, SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-San Francisco, So. Leyte in the CSC website:

  
**METCHI I. SUAREZ**  
**HRMO**  
Date: 4-Mar-20

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 (Accounting Clerk II)	36	6	10, 205.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Accountant
2	Administrative Aide V (Revenue Collection Clerk I)	22	5	9,437.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
3										
4										
5										

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 March 31, 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:

**METCHI I. SUAREZ**  
\_\_\_\_\_  
HRMO  
\_\_\_\_\_  
LGU - San Francisco, So. Leyte  
\_\_\_\_\_  
[suarezmetchi@yahoo.com](mailto:suarezmetchi@yahoo.com)  
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.