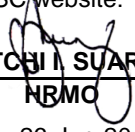


Republic of the Philippines
LOCAL GOVERNMENT UNIT OF SAN FRANCISCO, SOUTHERN LEYTE
Request for Publication of Vacant Positions

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: 26-Jun-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	Municipal Treasurer	21	24	51,309.00	Bachelor's degree preferably in Commerce, Public Administration or Law	none required	3 years experience in treasury or accounting service	BCLTE	none required	Municipal Treasurer's Office
2	Municipal Accountant	34	24	51,309.00	Bachelor's degree in Commerce/Business Administration major in Accounting	none required	3 years experience in treasury or accounting service	RA 1080	none required	Municipal Accounting Office
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 July 15, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.