



Republic of the Philippines
LOCAL GOVERNMENT UNIT-SAN ISIDRO, LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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 Isidro, Leyte in the CSC website:

Cecillas

CECILLE B. ECALLA

LDRRMO II / HRMO Designate

Date: 01/30/2020

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	Clerk II	4	SG-4	9,911.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Delivery Service Excellence, Attention to details	MO
2	Administrative Aide V (Carpenter II)	103	SG-5	10,505.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 11, 96- Cat.I)	Delivery Service Excellence, Attention to details	MO
3	Revenue Collection Clerk I	16	SG-5	10,505.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Delivery Service Excellence, Attention to details & Record Management	MTO
4	Administrative Aide VI (Accounting Clerk II)	54	SG-6	11,135.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Delivery Service Excellence, Attention to details, Record Management & Computer skills	MACCO

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 June 30, 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:

Cecillas
CECILLE B. ECALLA

LDRRMO II/ HRMO Designate

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte
mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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1	Administrative Assistant III (Mechanic III)	58	9	13,481.00	High school graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 11, s. 96- Cat. I)	Attention to detail and delivering excellence service	OME
2	Assessment Clerk III	101	9	13,481.00	Completion of 2 years studies in college	None	None	Career Service (Sub Professional) First level eligibility	Delivering excellence service, Flexibility, Communication	MASSO
3	Livestock Inspector II	93	8	12,569.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub Professional) First level eligibility	Attention to detail, delivering excellence service, record management	MAO
4	Youth Development Officer III	46	18	30,478.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level eligibility	Professionalism, delivering excellence service & record management	MSWDO

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