



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
MS Excel format
must be in

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:

08-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	Clerk II	4	4	9,911.00	Completion of 2 years studies in college	None	None	Career Service (Sub Professional) First level eligibility	Attention to detail and delivering excellence service	MO
2	Administrative Aide V (Carpenter II)	103	5	10,505.00	Elementary School Graduate	None	None	Carpenter (MC 11, 96 - Cat.I)	Attention to detail, Delivering excellence service, Flexibility	MO
3	Revenue Collection Clerk I	16	5	10,505.00	Completion of 2 years studies in college	None	None	Career Service (Sub Professional) First level eligibility	Attention to detail, delivering excellence service, record management	MTO
4	Administrative Aide IV (Accounting Clerk II)	54	6	11,135.00	Completion of 2 years studies in college	None	None	Career Service (Sub Professional) First level eligibility	Attention to detail, delivering excellence service, record management	MACCO
5	ADMIN. AIDE III (UTILITY WORKER II)	129	3	9,350.00	Elementary School Graduate	None	None	None Required (MC 11, s. 96- Cat. II)	Attention to detail, Delivering excellence service, Flexibility	MBO
6	Social Welfare Assistant	54-55	8	12,569.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (SubProfessional) First level eligibility	Professionalism, delivering excellence service & record management	MSWDO

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 _____.

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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