



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)**

This is to request the publication of the following vacant positions of LGU- San Isidro, Leyte in the CSC website:

**HON. SUSAN YAP ANG**

Municipal Mayor

Date: 05-Jul-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide V (Carpenter II)	103	5	121,332.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 11, s. 96 Cat. II	Attention to Detail Carpentry Skills	Mayor's Office
2	Budget Officer I	96	11	181,608.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	Professionalism Records Management Flexibility	Municipal Budget Office
3	Assessment Clerk III	83	9	157,260.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Second Level Eligibility	Delivery Service Excellence, Flexibility, Communication Skills	Municipal Assessor's Office
4	Admin. Officer V (HRMO III)	81	18	342,768.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	Professionalism Records Management Thinking Strategically and Creatively	Human Resource Management 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 July 12, 2018.

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 present position for one (1) year (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:

**HON. SUSAN YAP ANG**

Municipal Mayor

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte

[sanidroleyte1884@gmail.com](mailto:sanidroleyte1884@gmail.com) and [hilcin1982@gmail.com](mailto:hilcin1982@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**