



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:

**MR. HILARIO C. CINCO**  
MGSO / HRMO Designate

Date: 15-Jul-19 s

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	Admin. Aide III (Utility Worker II)	104, 124, 125, 128	3	112,200.00	Elementary School Graduate	None Required	None Required	None Required(MC 11, s. 96-Cat. II)	Attention to detail and delivering excellence services	Mayor's Office Accounting Office
2	Youth Development Officer III	46	18	365,736.00	Bachelor's Degree	8 hours of relevant training	2 Years relevant experience	Career Service Professional/Second Level Eligibility	Delivery Service Excellence Professionalism Recods Management	Municipal Social Welfare and Development Office
3	Local DRRM Officer II	94	15	274,776	Bachelor's Degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service Professional/Second Level Eligibility	Delivery Service Excellence Professionalism Recods Management	Mayor's Office
4	Assessment Clerk III	83, 101	9	161,772.00	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

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, 2019.

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. REMEDIOS B. VELOSO**  
Municipal Mayor

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

Remedioveloso@yahoo.com and hilcin1982@gmail.com

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