



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 O. CINCO

MGSO / HRMO Designate

Date: 13-Aug-19 s

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Management and Audit Analyst II	114	SG-15	274,776.00	Bachelor's Degree Relevant to the Job	4 hrs. of relevant training	1 yr. of relevant experience	Career Service (Professional) Second Level Eligibility	Delivery Service Excellence Professionalism Record Management	Accounting Office
2	Data Controller IV	116	SG-13	227,088.00	Completion of two years studies in College or High School Graduate With relevant Vocational/ Trade Course	16 hrs. relevant training	3 years of relevant experience	Career Service (Sub Professional) Data Encoder (MC 11, 5.96- Cat -I) First Level Eligibility	Delivery Service Excellence, Flexibility, Communication Skills	HRMO

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 Aug 29, 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. REMEDIO B. VELOSO
Municipal Mayor

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

Remediovveloso@yahoo.com and hilcin1982@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

