



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 position, which are authorized to be filled, at the LGU- San Isidro, Leyte in the CSC website:


MR. HILARIO C. CINCO
MGSO / HRMO Designate

Date: 09-Sep-19

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	Data Controller IV	116,117	SG-13	18,924.00	Completion of two years studies in College or High School Graduate With relevant Vocational/ Trade Course	16 hrs. of relevant training	3 years of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivery Service Excellence, Flexibility, Communication Skills	MACCO, HRMO
2	Assessment Clerk III	83,101	SG-9	13,481.00	Completion of two years studies in College	4 hrs. of relevant training	1 year of relevant experience	Career Service (Sub Professional) First Level Eligibility	Delivery Service Excellence, Flexibility, Communication Skills	MASSO

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 September 24 2019.

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:


MR. HILARIO C. CINCO
MGSO /HRMO Designate

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte
hilcin1982@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.