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Republic of the Philippines  
LGU - San Miguel, Leyte  
Request for Republication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the republication of the following vacant positions of LGU - San Miguel, Leyte in the CSC website due to the incorrect information of the Position Title, Plantilla Item Number and the data under the Training and Experience of the Qualification Standard.

**NORMAN D. SAEDAO**  
Municipal Mayor

Date: January 24, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Tourism Operations Officer I	3-2	SG 11	15,566.00	Bachelor's Degree in Tourism, Business, Law, Economics, or any other related field	None required	None required	Career Service (Professional) 2nd Level eligibility		Office of the Municipal Mayor
2	Licensing Officer II (BPLO)	15-21	SG 15	22,898.00	Bachelor's Degree	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level eligibility	NA	Busines Permit and Licensing Office
3	Administrative Aide II (Reproduction Machine Operator I)	15-24	SG 2	8,821.00	Must be able to read and write/ Elementary school graduate	None required	None required	None required	NA	Office of the Environmental and Natural Resources
4	Watchman I	15-25	SG 2	8,821.00	Must be able to read and write/ Elementary school graduate	None required	None required	None required	NA	Office of the Environmental and Natural Resources

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](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:

**NORMAN D. SAEDAO**  
Municipal Mayor  
(Position Title)  
Real Street, Brgy Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines  
LGU - San Miguel, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

**NORMAN D. SABDAO**

Municipal Mayor

Date: January 04, 2020

No.	Position Title	Plantilla a Item	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Waterworks Superintendent II	15-1	SG 22	48,989.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years relevant experience	CS Professional 2nd Level eligibility		Office of the San Miguel Waterworks System
2	Administrative Aide III (Driver I)	15-12	SG 3	9,350.00	Elementary school graduate	None required	None required	Relevant MC # 11, s 1996		Office of the Municipal Mayor
3	Administrative Aide VI (Electrician II)	57	SG 6	11,135.00	High school graduate or Completion of relevant vocational trade course	None required	None required	Electrician (MC No. 10, s 2013, Cat. II)		Office Of the Municipal Engineer

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4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**NORMAN D. SABDAO**

Municipal Mayor

(Position Title)

Real Street, Brgy. Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.