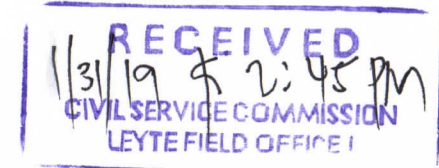


Republic of the Philippines
LGU - San Miguel, Leyte
Request for Publication of Vacant Positions



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:

Cheeryl Enrica L. Esperas

CHEERYL ENRICA L. ESPERAS

Municipal Mayor

Date: January 30, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Revenue Collection Clerk II	46	7	11,441.00	Completion of two years studies in college	None required	None required	CS Sub-Professional		Office of the Municipal Treasurer
2	Cemetery Caretaker I	15-16	2	8,400.00	Must be able to read and write	None required	None required			Office of the San Miguel Public Cemetery
3	Environmental Management Specialist II	15-22	15	21,758.00	Bachelor's degree relevant to the job	4 hours relevant training	1 year relevant experience	CS Professional		Office of the Municipal 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;
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:

CHEERYL ENRICA L. ESPERAS
Municipal Mayor

Real Street, Brgy. Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.