

Republic of the Philippines
(Name of Agency)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the (Name of Agency) in the CSC website:


LIZA MAY A. MALASAGA

HRMO/InCharge on Personnel Matters

Date: 02/01/2019

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	Administrative Aide V (Revenue Collection Clerk I)	31	SG 5	9,437.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub Professional), 1st Level Eligibility	N/A	LGU - San Ricardo Municipal Treasurer's Office
2										
3										
4										
5										

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 **February 18, 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:

LIZA MAY A. MALASAGA

InCharge on Personnel Matters

Local Government Unit - San Ricardo, So. Leyte

lizamaymalasaga@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.