


Republic of the Philippines
LGU-SAN RICARDO, SOUTHERN LEYTE
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 LGU-San Ricardo, Southern Leyte in the CSC website:


LIZA MAY A. MALASAGA
HRMO/HRMA- Designate

Date: 03/10/2018

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 I (Utility Worker 1)	53	SG 01	7,357.00	Must be able to read and write	None required	None required	None required (MC 11, s 96-Cat.III)	N/A	LGU-San Ricardo Mun. Engineer's Office
2	Mun. Gov't Dept. Head (Municipal Civil Registrar)	56	SG 24	51,309.00	Bachelor's degree	3 years experience in registry work	None	First grade or its equivalent	N/A	LGU-San Ricardo Mun. Civil Registrar
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 July 22, 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
HRMA-Designate
Local Government Unit-San Ricardo, So. Leyte
lizamaymalasaga@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.