

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/InCharge on Personnel Matters**

Date: 07/27/2020

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	Revenue Collection Clerk 1	31	SG 5	9,805.00	Completion of two years studies in college	None	None	Career Service (Subprofessional) First Level Eligibility	N/A	LGU-San Ricardo Mun. Treasurer's Office
2										
3										
4										

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 August 11, 2020.

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 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**  
In Charge on Personnel Matters  
Local Government Unit-San Ricardo, So. Leyte  
[lizamaymalasaga@yahoo.com](mailto:lizamaymalasaga@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.