

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: 08/23/2019

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	Mun. Gov't Dept. Head (Municipal Civil Registrar I)	56	SG 24	51,309.00	Bachelor's degree	None	3 years experience in registry work	First grade or its equivalent	N/A	LGU-San Ricardo Mun. Civil Registrar
2	Administrative Aide 1 (Utility Worker I)	53	SG 01	7,357.00	Must be able to read and write	None	None	None	N/A	LGU- San Ricardo Office of the Municipal Engineer
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 September 8, 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.