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

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the republication of the following vacant positions of LGU- San Miguel, Leyte in the CSC website due to the incorrect information of the Position Title, Plantilla Item Number and the data under the Training and Experience of the Qualification Standard.

NORMAN D. SABDAO
Municipal Mayor

Date: October 22, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency if applicable	
1	Administrative Officer IV (HRMO II)	3-1	SG 15	24,040.00	Bachelor's Degree relevant to the job	4 hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level eligibility	NA	Office of the HRMO
2	Waterworks Technician	15-8	SG 6	11,643.00	High school graduate or Completion of relevant vocational/trade course	None required	None required	Mechanic (MC II, s. 96-Cat. I)	NA	Office of the SMWS
3	Midwife II	73	SG 11	22,316.00	Completion of Midwifery course	4 hours relevant training	1 year relevant experience	Career Service (Sub-Professional, First Level Eligibility)	NA	Office of the MHO
4	Municipal Government Department Head I (Municipal Treasurer)	44	SG 24	62,555.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting services	First Grade Civil Service Eligible or its equivalent	NA	Office of the Municipal Treasurer

5	Revenue Collection Clerk II	50	SG 7	12,344.00	Completion of two-year studies in college	None required	None required	Career Service (Sub-Professional, First Level Eligibility)	NA	Office of the Municipal Treasurer
6	Administrative Aide III (Driver I)	15-12	SG 3	9,764.00	Elementary school graduate	None required	None required	Driver's License (MC II. S. 96-Cat. III)	NA	Office of the Municipal Mayor

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:

NORMAN D. SABDAO
Municipal Mayor
(Position/Title)

Real Street, Bgy. Libtong, San Miguel, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.