

Republic of the Philippines
Municipality of Sogod
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-Sogod_ in the CSC website:

JOSEPHINE T. TERANTE

HRMO

Date: 11-Feb-19

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 I)	90	1	8,934.00	Must be able to read and write	None required	None required	None required (MC II,s 96-Cat III)	N/A	Office of the Municipal Agriculture
2	Administrative Aide-I (Utility Worker I)	116	1	8,934.00	Must be able to read and write	None required	None required	None required (MC II,s 96-Cat III)	N/A	Office of the Municipal Vice 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 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:

JOSEPHINE T. TERANTE

HRMO-Designate

Zone-I, Sogod, Southern Leyte

sogodleytelgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.