

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: 1-Feb-19

| No | Position Title<br>(Parenthetical Title, if applicable) | Plantilla<br>Item No. | Salary/<br>Job/ Pay<br>Grade | Monthly<br>Salary | Qualification Standards                          |                                 |                                  |  |                               | Place of Assignment   |
|----|--|-----------------------|------------------------------|-------------------|--|---------------------------------|----------------------------------|--|-------------------------------|---|
|    |  |                       |                              |                   | Education  | Training                        | Experience                       | Eligibility  | Competency<br>(if applicable) |   |
| 1  | Social Welfare Assistant                               | 80                    | 8                            | 13,840.00         | Completion of two<br>years studies in<br>college | 4 hours of relevant<br>training | 1 year of relevant<br>experience | Career Service<br>(Subprofessional)<br>First Level Eligibility | N/A                           | Municipal Social Welfare<br>and Development Office              |
| 2  | Administrative Aide II<br>(Cemetery Caretaker)         | 32                    | 2                            | 9,520.00          | Must be able<br>to read and write                | None required                   | None required                    | None required<br>(MC 11,s.96-Cat.III)                          | N/A                           | Office of the Municipal Planning<br>and Development Coordinator |

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](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:

JOSEPHINE T. TERANTE

HRMO-Designate

Zone-I, Sogod, Southern Leyte

[sogodleytelgu@gmail.com](mailto:sogodleytelgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

☐ RELEASED  
☒ RECEIVED

  
CIVIL SERVICE COMMISSION RO VIII  
Southern Leyte Field Office

Date/Time: 2/7/19 12:20NN  
By: J. Patig