## Republic of the Philippines Local Government Unit of Sta.Fe Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-STA.FE in the CSC website:

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

OSCAR MONTEZA

(Head of Agency)

Date:

JUNE 25,2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency	(if Place of A
1	Municipal Treasurer I	40	24	46,834.15	Bachelor's Degree preferebly in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting service	First Grade or its equivalent	applicable)	Sta.Fe
2	Municipal Social Welfare and Development Officer	10	24	46,834.15	Bachelor's Degree in Social Work or Bachelor's Degree preferably in Sociology or any related Course	None	3 years experience in the practice of social work	First Grade or its equivalent	N/A	Sta.Fe
3	Driver II	9	4	8, 603.33	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s. 96-Cat. II)	N/A	Sta.Fe
4	Clerk III	31	6	9, 784.25	Completion of two years in college	None Required	None Required	Career Service(Subprofessio nal) First Level Eligibility	N/A	Sta.Fe
5	Agricultural Technologist	61	10	13, 761.75	Bachelor's Degree relevant to job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Sta.Fe

- 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:

## OSCAR J. MONTEZA Municipal Mayor Brgy. Zone 2, Poblacion, Sta.Fe, Leyte lgu stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.