CS Form No. 9
Series of 2018

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
LGU - STA. FE, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions, which are authorized to be filled, at the **LGU-STA. FE** in the CSC website :

AMPARO H. MONTEZA
Municipal Mayor
Date: June 01,2020

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 Aide I (Utility Worker I)	13	1	Php 7,748.00	Must be able read and write	None required	None required	None required	N/A	LGU-Sta. Fe, Leyte
2	Administrative Aide I (Utility Worker I)	36	1	Php 7,748.00	Must be able read and write	None required	None required	None required	N/A	LGU-Sta. Fe, Leyte
3	Administrative Aide I (Utility Worker I)	51	1	Php 7,748.00	Must be able read and write	None required	None required	None required	N/A	LGU-Sta. Fe, Leyte
4	Local DRRM Officer II	71	15	Php 21,372.00	Bachelor's Degree	1 year relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service Professional/ 2nd Eligibility	N/A	LGU-Sta. Fe, Leyte
	XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX NOTHING FOLLOWS XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX									

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 February 1, 2020.

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:

NIRESSA AMOR G. LAGO
HRMO II
Brgy. Zone II, Poblacion,LGU - Sta.Fe,Leyte
lgu_stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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