

Republic of the Philippines
LGU-Tomas Oppus
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 Tomas Oppus in the CSC website:


ROGELIO A. LAYO
HRMO

Date: 1/21/2019

N o.	Position Title (Parenthetical Title, if applicable)	Plan tilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin.Aide I (U,Worker I)	61	1	P6,987.00	Must be able read & whrite	none required	none required	none required	----	LGU-Tomas Oppus
2	Mun.Gov't. Assistant Dep't.Head I	62	22	P36,948.00	Bachelor's Degree	16 hrs. relevant Training	3 years of relevant Experience	career Service (prof.) 2nd level eligibility	----	LGU-Tomas Oppus
3	Engineer I	60	12	P14,987.00	Bachelor's Degree in Engineering relevant to the job		none required	RA1080	----	LGU-Tomas Oppus
4	Admin.Aide I(U.Worker I)	43	1	P6,987.00	Must be able read & write	none required	none required	none required	----	LGU-Tomas Oppus
5	Local DRRM Officer I	41	11	P13,734.00	Bachelor's Degree	none required	none required	career Service (prof.) 2nd level eligibility	----	LGU-Tomas Oppus
6	Administrative Aide IV(Driver II)	4	4	P8,509.00	Elem.School Grad.	none required	none required	Driver License (MC#11s.96.cat.II	----	LGU-Tomas Oppus

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:


ROGELIO A. LAYO

HRMO III/Administrative Officer V

LGU-Tomas Oppus,Southern Leyte

abnerlayo68@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.