

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: 08-01-2019

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	Local Revenue Collection Officer I	63	11	P14,125.00	Bachelor's Degree	none required	none required	CS(Professional) 2nd level eligibility	----	LGU-Tomas Oppus
2	Planning Officer I	64	11	P14,125.00	Bachelor's Degree relevant to the job	none required	none required	CS(Professional) 2nd level eligibility	----	LGU-Tomas Oppus
3	Administrative Aide I(U.Worker I)	65	1	P7,357.00	Must be able to read and write	none required	none required	none required	----	LGU-Tomas Oppus
4	Administrative Aide IV(Driver II)	66	4	P8,872.00	Elem.School Grad.	none required	none required	Driver License	----	LGU-Tomas Oppus
5	Administrative Aide I(U.Worker I)	67	1	P7,357.00	Must be able to read	none required	none required	none required	----	LGU-Tomas Oppus
6	Administrative Aide I(U.Worker I)	68	1	P7,357.00	Must be able to read	none required	none required	none required	----	LGU-Tomas Oppus
7	Social Welfare Officer I	69	11	P14,125.00	Bachelor's Degree relevant to the job	none required	none required	RA1080	----	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.