

Republic of the Philippines  
(Name of Agency)  
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-VILLABA, LEYTE in the CSC website:

ANECITO F. SANACO JR.

Date:

HRMO  
01/09/2020

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	Mun. Government Department Head-I (Municipal Agriculturist)	127	24/1	58,639.00	Bachelor's degree in Agriculture or any related course.	None Required	3 years acquired experience in agriculture or in a related field.	First Grade or its equivalent		Municipal Agriculture Office
2	Local Revenue Collection Officer - I	078	11/1	16,143.00	Bachelor's Degree.	None Required	None Required	Career Service (Professional)		Municipal Accounting Office
3	Administrative Aide-I (Utility Worker-I) x-x-x-x-x-x-x-x	033	1/1	8,408	Must be able to read and write.	None Required	None Required	None Required		Municipal Mayor's Office

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 January 27, 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](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:

ANECITO F. SANACO JR.  
HRMO - IV  
LGU-VILLABA, LEYTE  
hrmovillaba@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.