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must be in MS Excel format

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: AN

ANECITO F. SANACO JR.
HRMO
Date: January 20, 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 other allied courses such us Agricultural Engineering, Fisheries Technology and Veterinary Medicine.	None Required	3 years acquired experience in agriculture or in a related field.	Relevant RA 1080		Municipal Agriculture Office
	X-X-X-X-X-X-X-X									

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:

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.