


Republic of the Philippines  
LOCAL GOVERNMENT UNIT-VILLABA, LEYTE  
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 Local Government Unit - Villaba, Leyte in the CSC website:

  
MANUEL I. RUBILLOS, JR.  
HRMO DESIGNATE

Date: \_\_\_\_\_

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	ADMINISTRATIVE OFFICER V ( SUPPLY OFFICER - III )	037	18	28,554.00	Bachelor's Degree	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	CS-PROFESSIONAL	(1) Building collaborative, inclusive working relationship	Office of the Municipal Administrator

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](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:

MANUEL I. RUBILLOS, JR.  
HRMO DESIGNATE  
LGU-VILLABA, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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HRMO DESIGNATE

Date:

2/13/19

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MIDWIFE - I	126	9	16,986.00	Completion of the Midwifery Course	None Required	None Required	RA 1080		Rural Health Unit

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