

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.  
HRMO

Date: February 13, 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	REVENUE COLLECTION CLERK III	086	9/1	13,978.00	Completion of two years studies in college or relevant vocational trade course.	4 hours of relevant training.	1 year of relevant experience.	Career Service (Subprofessional) First Level Eligibility		Municipal Treasurer's Office
2	DRAFTSMAN I (B)	113	6/1	11,472.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course.	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96-Cat.I) First Level Eligibility		Municipal Accessor's Office
X-X	X-X-X-X-X-X-X-X-X-X-X-X-									

- 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);
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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  
[hmovillaba@gmail.com](mailto:hmovillaba@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.