

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.
MBO/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)	
01	MGDH-I (MUNICIPAL ADMINISTRATOR)	35	24	51,533.00	College degree preferably in public administration, law or any other related course	none required	3 years experience in management and administration work	First grade or its equivalent		Municipal Administrator'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 July 1, 2019.

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:

MANUEL I. RUBILLOS, JR.

MBO/HRMO designate

LGU-VILLABA, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.