

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:

ANECITO F. SANACO, JR.
SANITATION INSPECTOR-II/HRMO DESIGNATE

Date: 7/8/19

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)	
6	MUN. GOV'T. DEPT. HEAD - I (MUNICIPAL ASSESSOR)	109	24	51,533.00	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	120 training hours	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	5 Leadership competencies	Municipal Assessor'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 _____.

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.
SANITATION INSPECTOR-II/HRMO DESIGNATE
LGU-VILLABA, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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SANITATION INSPECTOR-II/HRMO DESIGNATE

Date: 7/8/18

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					Education	Training	Experience	Eligibility		
5	MUN. GOV'T. DEPT. HEAD - I (GENERAL SERVICES OFFICER)	036	24	51,533.00	College Degree on Public Administration, Business Administration and Management	120 training hours	3 years acquired experience in general services including management of supply, property, solid waste disposal and general sanitation	CS-Professional	5 Leadership competencies	Office of the Municipal Administrator

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (Human Resource Management Officer-IV)	047	22	42,226.00	Bachelor's Degree	16 hrs. of relevant training	3 years of relevant experience	CS-Professional	5 Leadership competencies	HUMAN RESOURCE MANAGEMENT OFFICE
2	Administrative Assistant-II (Budgeting Assistant)	090	8	12,654.00	Completion of 2 yrs. studies in college	4 hrs. of relevant Training	1 year of relevant experience	CS-Subprofessional		MUNICIPAL BUDGET OFFICE
3	Local DRRM Officer-II	139	15	22,052.00	Bachelor's Degree	4 hrs. of relevant training on DRRM	1 year of relevant experience on DRRM	CS-Professional		MUNICIPAL MAYOR'S OFFICE
4	Local DRRM ASSISTANT	141	8	12,654.00	Completion of 2 yrs. studies in college	4 hrs. of relevant training	1 year of relevant experience on DRRM	CS-Subprofessional		MUNICIPAL MAYOR'S OFFICE

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