

Republic of the Philippines
LGU-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 LGU-VILLABA, LEYTE in the CSC website:

ANECITO F. SANACO JR.

HRMO

Date: July 22, 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	Administrative Aide-III (Utility Worker-II)	013	3/1	9,973.00	Must be able to read and write.	None required	None required	None required		Municipal Mayor's Office.
X-	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X									

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.