

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.  
HRMO-IV

Date: SEPT. 25, 2019

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 AID-IV (CLERK-II)	096	4	9,724.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Municipal Accounting Office
2	ENGINEERING ASSISTANT	101	8	12,654.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional) First Level Eligibility		Municipal Engineering Office
3	ADMINISTRATIVE AID-III (UTILITY WORKER-II)	011	3	9,519.00	Must be able to read and write	none required	none required	None required (MC 11, S. 96-CAT.III)		Office of the Municipal Mayor
4	ADMINISTRATIVE AID-III (CLERK I)	028	3	9,688	Completion of two years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor

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:

ANECITO F. SANACO, JR.  
HRMO-IV  
LGU-VILLABA, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.