

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
LGU Calubian, Leyte  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU Calubian in the CSC website

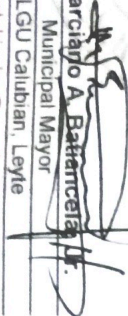
Date: January 11, 2021  
JAN ABRAHAM S. GARRIDO  
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Plantilla a Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Local DRRM Assistant	16	8	13,129.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/1st Level Eligibility	MAYOR'S OFFICE/LDRMO
2	Local DRRM Officer I	17	11	16,737.00	Bachelor's Degree	None Required	None Required	Career Service Professional/2nd Level Eligibility	MAYOR'S OFFICE/LDRMO
3	Local DRRM Officer I	18	11	16,737.00	Bachelor's Degree	None Required	None Required	Career Service Professional/2nd Level Eligibility	MAYOR'S OFFICE/LDRMO

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 February 1, 2021.

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 counter/email their application to:

  
Hon. Marcialo A. Batanceta Jr.  
Municipal Mayor  
LGU Calubian, Leyte  
[calubianlgu@gmail.com](mailto:calubianlgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.