

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:

~~JAN ABRAHAM S. GARRIDO~~
HRMO

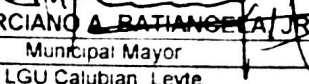
Date: January 20, 2021

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 Assistant II (Const & Maint. Foreman)	70	8	13,129.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	NONE "CAT. III" MC 10, S. 2013		Municipal Engineering 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 February 9, 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;
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:


HON. MARCIANO A. BATIANGECA, JR.
Municipal Mayor
LGU Calubian, Leyte
calubianlgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.