

**Republic of the Philippines  
Province of Leyte  
Municipality of Dagami  
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 of Dagami in the CSC website:

  
**ABUNDIO I. DELUSA**  
Mayor

Date: **January 07, 2022**

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	<b>Municipal Government Department Head I (General Services officer)</b>	131	24/1	69,394.00	<b>Bachelor's Degree on Public Administration, Business Administration and Management from recognized college or university</b>	<b>24 hours of training in management and supervision</b>	<b>He/she Must have acquired experience in General Services, including Management of Supply, Property, Solid Waste Disposal, and General Sanitation, of at least five (5) years in the case of the Provincial or City General Services Officer, and at least Three (3) years in the case of the Municipal General Services Officer.</b>	<b>First Grade Civil Service Eligibility or its Equivalent</b>	N/A	<b>Municipal General Services Office</b>

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 **January 22, 2022**

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 present position for (1) year (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:

**ABUNDIO I. DELUSA**  
\_\_\_\_\_  
MAYOR  
\_\_\_\_\_  
LGU-DAGAMI, LEYTE  
\_\_\_\_\_  
[hrmodagamileyte@yahoo.com](mailto:hrmodagamileyte@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED**

