


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 26, 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	SUPERVISING ADMINISTRATIVE OFFICER (Management and Audit Analyst IV)	57 page 4 of 9	22/1	P53,494.00	Bachelor's Degree Relevant to the Job	16 Hours of Relevant Training	3 Years of Relevant Experience	Career Service (Professional) 2nd Level Eligibility		LGU-DAGAMI, LEYTE

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 26, 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 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

hrmo.lgudagami@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED