## Republic of the Philippines Local Government Unit, Inopacan 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 <u>Local Government Unit, Inopacan</u> in the CSC website:

RICARDO ERIC S. PROJO HRMO Date: 25-Jun-21

Na	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Secretary to the Sangguniang Bayan I	3.11	24	65,057.00	Bachelor's Degree preferably in Law,	None Required	None Required	First Grade or its	N/A	Office of the
					Commerce or Public Administration			equivalent		Sangguniang Bayan

All Interested and qualified applicants, including Persons With Disability (PWD), regardless of sexual preference and gender, should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than July 12, 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:

RICARDO ERIC S. PROJO Personnel Officer New Municipal Building, Poblacion, Inopacan, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.