

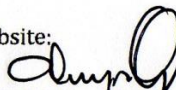


Republic of the Philippines
LGU-MAHAPLAG, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Mahaplag, Leyte in the CSC website:


DAISY A. Llave
Mayor

Date: **January 04, 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	Mun. Gov't. Asst. Dept. Head I (Human Resource Management Officer IV)	52	22	50,150.00	Bachelor's degree	Thirty two (32) hours of relevant training	Three (3) years relevant experience	Career Service professional or Second level Eligibility		HRMO
2	Administrative Aide VI	44	6	11,643.00	Completion of Two (2) years in college	None required	None required	Career Service Sub-prof or First level eligibility		MPDC
3	Administrative Assistant I (RCC II)	19	7	12,344.00	Completion of Two (2) years in college	None required	None required	Career Service Sub-prof or First level eligibility		Mun. Treasurer's 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 January 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:

SIGFREDO L. LUMBAO

HRMO

LGU-Mahaplag, Leyte

hrmo.mahaplag@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.