CS Form No. 9
Revised 2018

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

Republic of the Philippines
MUNICIPALITY OF MALITBOG
Province of Southern 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 LGU-Malitbog, Southern Leyte in the CSC website:

CAMELO D. AROY
MDPC/HRMO-Designate

Date: February 01, 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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Accountant)	33	SG-24	P62,555.00	Bachelor's degree in Commerce / Business Administration major in Accounting	None required	3 years experience in the treasury or accounting service	RA 1080 (CPA)	-	Accounting & Internal 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 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 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:

CAMELO D. AROY
MPDC/HRMO-Designate
LGU-Malitbog, Southern Leyte
cameloaroy@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.