

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

Republic of the Philippines
 LOCAL GOVERNMENT UNIT OF MERIDA, LEYTE
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

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

OSCAR D. CALAMBO
 MGDH I (HRMO)

Date: JAN. 7, 2021

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)	
Draftsman I (B) (Anticipated vacancy)	31	6	11,643.00	Completion of two years studies in college or High School graduate with relevant vocational/trade course	none required	none required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s. 96 - Cat. I) First Level Eligibility		MPDC

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 _____.

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.

5. Photocopy of certificates of trainings and previous employment / experience, if any.

Interested individuals regardless of gender, civil status, disability, ethnicity, religion & political affiliation to apply.

Interested APPLICANTS are advised to hand in or send through courier/email their application to:

ENGR. ROLANDO M. VILLASENCIO

Municipal Mayor

LGU - Merida, Leyte

lgumayoroffice@merida.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.