

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

Republic of the Philippines
LGU-PADRE BURGOS, 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-PADRE BURGOS, SOUTHERN LEYTE in the CSC website:

[Signature]
FLORDELYN E. ACLAO
HRMO

Date: 4/29/2022

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	Local DRRM Assistant	75	8	11,992.50	Completion of 2 years in College	1 year of relevant experience on DRRM	4 hours of relevant training	Carrer Service (Sub-Professional), 1st Level Eligibility	N/A	Office of the Municipal Mayor
2										
3										
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10										

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 May 20, 2022.

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:

FLORDELYN E. ACLAO
HRMO
Padre Burgos, Southern Leyte
mayorsoffice2012@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.