

**Republic of the Philippines**  
**Province of Leyte**  
**Municipality of Palompon**

Request for Publication of Vacant Positions

**To: CIVIL SERVICE COMMISSION (CSC)**

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

  
**ROSETTE B. PAJARON-POGOY**  
HRMO

Date: \_\_\_\_\_

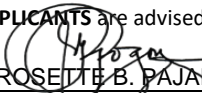
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Utility Worker II)	24	3	10,596.00	MUST BE ABLE TO READ AND WRITE	none required	none required	NONE REQUIRED (MC 11, S. 96-CAT. III)	Works to overcome obstacles to completing tasks or assignments	SANGGUNINAN G BAYAN MEMBER
2	Administrative Aide III (Utility Worker II)	30	3	10,596.00	MUST BE ABLE TO READ AND WRITE	none required	none required	NONE REQUIRED (MC 11, S. 96-CAT. III)	Works to overcome obstacles to completing tasks or assignments	SANGGUNINAN G BAYAN MEMBER

3	Administrative Aide III (Clerk I)	25	3	10,596.00	Completion of two years studies in college	none required	none required	CAREER SERVICE (SUBPROFESSIO NAL)	Meets commitments, observes deadlines and achieves desired results	SANGGUNINAN G BAYAN MEMBER
4	Local Legislative Staff Employee I ( Messenger)	180	2	9,997.00	ELEMENTARY SCHOOL GRADUATE	none required	none required	NONE REQUIRED (MC 11, S. 96- CAT. III)	Completes own work on time	SANGGUNINAN G BAYAN MEMBER

We encourage interested and qualified applicants regardless of gender, civil status, disability, ethnicity, religion and political affiliation to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 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](http://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:

  
 \_\_\_\_\_  
 ROSETTE B. PAJARON-POGOY  
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 HRMO  
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 Rizal St., Palompon, Leyte  
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[lgupalompon@gmail.com](mailto:lgupalompon@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**