

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: \_\_\_\_\_

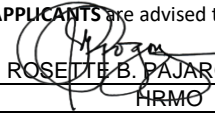
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MIWIFE III	105	13	25,232.00	COMPLETION OF THE MIDWIFERY COURSE	8 HOURS OF RELEVANT TRAINING	2 YEARS OF RELEVANT EXPERIENCE	RA 1080	Demonstrates responsibility and accountability even for urgent work and delivers it promptly	MUNICIPAL HEALTH OFFICE
2	ADMINISTRATIVE AIDE I	41	1	9,408.00	MUST BE ABLE TO READ AND WRITE	none required	none required	none required	Works to overcome obstacles to completing tasks or assignments	MUNICIPAL ADMINISTRATOR'S OFFICE

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 31, 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  
\_\_\_\_\_  
HRMO  
\_\_\_\_\_  
Rizal St., Palompon, Leyte  
\_\_\_\_\_  
[lgupalompon@gmail.com](mailto:lgupalompon@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**