

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

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF SAN FRANCISCO, 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-San Francisco, So. Leyte in the CSC website:


METCHI I. SUAREZ
 HRMO

Date: Aug. 10, 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	Administrative Aide VI (Day Care Worker I)	40	6	P 10, 038.00	High School Graduate	None required	None required	None required		Office of the Social Welfare Officer
2	Administrative Aide II (Messenger)	5	2	P 7, 840.00	Elementary School Graduate	None required	None required	None required		Office of the Municipal Mayor
3										
4										
5										

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 August 27, 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:

METCHI I. SUAREZ

 HRMO

 LGU - San Francisco, So. Leyte

suarezmetchi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.