



Republic of the Philippines
LOCAL GOVERNMENT UNIT-SAN ISIDRO, LEYTE
Request for Publication of Vacant Positions

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

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 Isidro, Leyte in the CSC website:

Cecillas

CECILLE B. ECALLA

LDRRMO II / HRMO Designate

Date: 03/30/2021

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	Local DRRM Officer II	94	15	25,181.00	Bachelor's Degree	4 hours of relevant	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	Delivery Service Excellence Record Management and Professionalism	Mayor's Office
2	Administrative Assistant I (Computer Operator I)	61	7	12,884.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat- I) First Level Eligibility	Attention to detail, Delivery service excellence and Record Management	HRMO

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.

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

Cecillas
CECILLE B. ECALLA

LDRRMO II/ HRMO Designate

Bawod, San Isidro, Leyte cor. Peñaranda St. P. Zamora St., Brgy. Bawod, San Isidro, Leyte
mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

