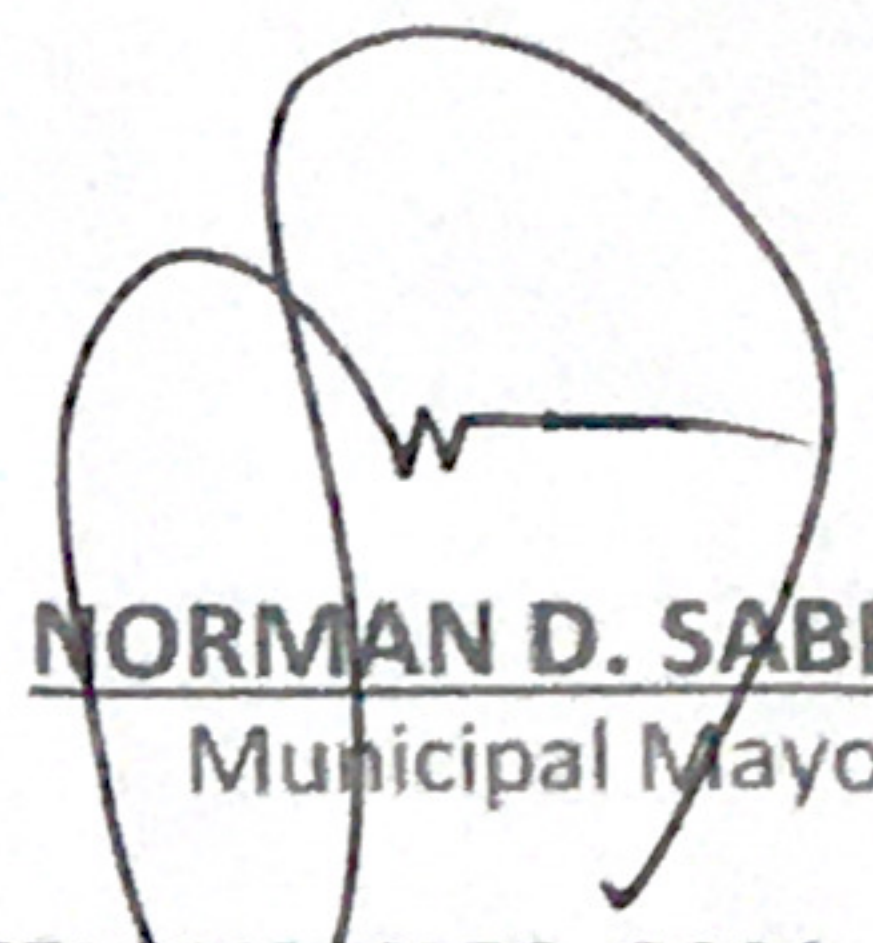


Republic of the Philippines
Province of Leyte
MUNICIPALITY OF SAN MIGUEL
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU -San Miguel, Leyte in the CSC website:


NORMAN D. SABDAO
Municipal Mayor

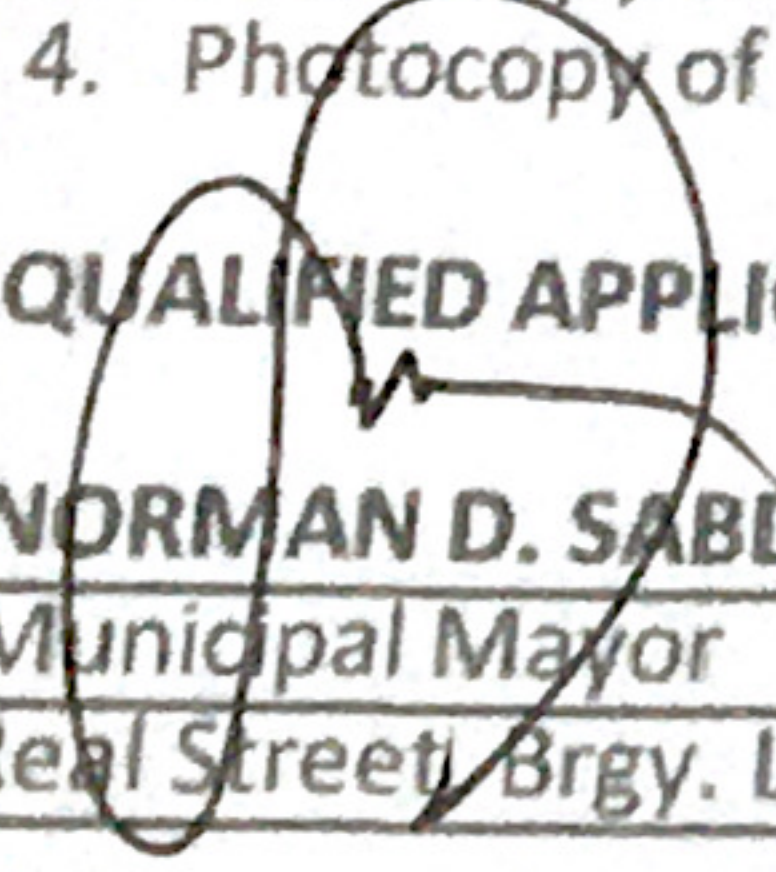
Date: **FEBRUARY 23, 2021**

No.	Position Title	Plantilla Item No.	Salary/Job Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide III (Clerk I)	51	3	9,764.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional, First Level Eligibility)	N/A	Office of the Municipal Treasurer

Interested and qualified applicants should signify their interest in writing. Attach the followig 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 download at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable)
3. Photocopy of certificate of eligibility/rating/licence; and
4. Photocopy of Transcript of Records.

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


NORMAN D. SABDAO
Municipal Mayor
Real Street, Brgy. Libtong, San Miguel, Leyte

APPLICATION WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED