

Republic of the Philippines  
(Select Agency Name)  
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 (Select Agency Name) in the CSC website:

JULIUS G. AMBIDA  
HRMO II-Designate

Date: July 1, 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	7 - Administrative Aide I (Casuals)	NA	1	8633	Must be able to read and write	None required	None required	None Required	NA	Office of the Municipal Mayor
2	1 - Administrative Aide I (Casual)	NA	1	8633	Must be able to read and write	None required	None required	None Required	NA	Office of the Municipal Vice-Mayor
3										
4										
5										
6										
7										
8										
9										
10										

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 July 16, 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:

JULIUS G. AMBIDA

HRMO II-Designate

Real St., San Miguel, Leyte

[jgusanmiguel\\_01@yahoo.com](mailto:jgusanmiguel_01@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**