

Republic of the Philippines
LGU-Villaba 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-VILLABA, LEYTE in the CSC website:


ANECITO F. SANACO JR.

HRMO-IV

Date: June 8, 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 Assistant-II (Human Res. Mgt. Assistant)	048	8/1	13,406.00	Completion of two years studies in college.	4 hours of relevant training.	1 year og relevant experience.	Career Service (Subprofessional) First Level Eligibility		Human Resource Management Office
X-X	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X									

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:

ENGR. JORGEN V. VELOSO
Municipal Mayor
LGU-VILLABA, LEYTE
veloso_jorjen@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.