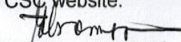


Republic of the Philippines
LGU-Villaba Leyte
Request for Publication of Vacant Positions

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:


THELMA L. ROMERO
GSO/HRMO Designate

Date: October 15, 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	Municipal Government Department Head-I (Human Resource Management Officer)	146	24/1	69,394.00	Bachelor's degree in Psychology, Human Resource Management, Public Administration, Office Administration, Business Administration, Mass Communication, or other allied courses.	None required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Management Office.
X-X	X-X-X-X-X-X-X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X	X-X-X-X	NOTHING	FOLLOWS	X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X		

Interested and qualified applicants should signify their interest in writing. Attached the following documents to the application letter and send to thhe address below not later than **October 30, 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:

ENGR. JORGE V. VELOSO

Municipal Mayor

LGU-VILLABA, LEYTE

veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.