CS Form No. 9
Revised 2018

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

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: August 2, 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 Aide-III	028	3/1	10,858.00	Completion of two years	None required	None required	Career Service		Office of the Municipal
	(Clerk-I)				studies in college.			(Subprofessional)		Mayor
								First Level Eligibility		
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-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. JORGE V. VELOSO
Mayor
LGU-VILLABA, LEYTE
veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.