

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

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

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.

HRMCO-IV

Date: August 10, 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 | | | 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-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-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 Y. VELOSO

Mayor

LGU-VILLABA, LEYTE

veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.