

Republic of the Philippines
LOCAL GOVERNMENT ACADEMY
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 LOCAL GOVERNMENT ACADEMY in the CSC website:


DONNA JEANNE M. YARCIA

HRMO

Date: 29-Nov-18

| 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 | Local Government Operations Officer IV | LGAB-LGOO4- 5-1998 | 18 | 38,085.00 | Bachelor's Degree | Completion of Training Course for LGOOs | 2 years of relevant experience | Career Service Professional (Second Level Eligibility) | -- | LGA |
| 2 | Local Government Operations Officer II | LGAB-LGOO2- 2-1998 | 13 | 24,224.00 | Bachelor's Degree | None required | None required | Career Service Professional (Second Level Eligibility) | -- | LGA |
| 3 | Administrative Officer III (Supply Officer II) | LGAB- ADOF3-5- 2005 | 14 | 26,494.00 | Bachelor's Degree | 4 hours of relevant training | 1 year of relevant experience | Career Service Professional (Second Level Eligibility) | -- | LGA |

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 December 10, 2018.

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:

THELMA T. VECINA, CESO IV
Officer-In-Charge
8F Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center
Pasig City
lgahrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.