


Republic of the Philippines
Local Government Academy
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local Government Academy in the CSC website:


DONNA JEANNE M. YARCIA
HRMO III
Date: _____
October 10, 2018

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 VI	LG006-5-2013	22	58,717.00	Bachelor's Degree	Completion of Training course for LG00s	3 years of relevant experience	Career Service Professional (Second Level Eligibility)	--	LGA	
2	Local Government Operations Officer II	LG002-3-2013	13	24,224.00	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)	--	LGA	
3	Administrative Assistant VI	LGAB-ADAS6-6-2005	12	22,149.00	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96 – Cat. I)	--	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 ten (10) days upon publication.

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:

DONNA JEANNE M. YARCIA

HRMO III

8F Agustin I Bldg. F. Ortigas Jr. Road, Ortigas Center Pasig City

jahrmu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.