

Republic of the Philippines  
LGU-Looc, Romblon  
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)

This is to request the Publication of the following vacant positions of the LGU-Looc, Romblon in the CSC Website.

LEILA MEDINA-ARBOLEDA, MD, MPH  
Municipal Mayor

Date: June 25, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)		
1	Admin. Asst II	7	8	11,864.00	completion of 2 yrs. Studies in College	4 hours of relevant training	1 yr. of relevant experience	Career Service		Office of the Mayor	
2	(Security Agent I)							Sub Prof			
3								1st level ellg.			
4	Computer Operator II	56	9	12,740.00	Completion of 2 yrs. Studies in College or High School Grad with relevant vocatio-	1 yr of relevant experience	4 hrs of relevant training			Office of the Mun. Assessor	
5											

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 July 25, 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 present position for one (1) year (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:

LEILA MEDINA-ARBOLEDA, MD, MPH  
Municipal Mayor  
LGU-Looc, Romblon  
leila.arboleda@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.