

Republic of the Philippines  
Municipality of Babatngon  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Babatngon in the CSC website:

MARIA FE G. GALAPON  
Municipal Mayor

Date:

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	Municipal Treasurer	24	24/1	Php48,312.00	Preferably holder of College Degree in Commerce, Public Administration or Law	Must have acquired experience in Treasury or Accounting Service for at least three (3) years.	Carrer Service (Professional) 1st level eligibility		MTO	

Interested and qualified applicants (regardless of gender, civil status, disability, ethnicity, religion, etc.) should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than June 30, 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](http://www.csc.gov.ph);
2. Application letter (specifying the position applied for);
3. Authenticated Transcript of Records;
4. Authenticated Proof of eligibility (career service eligibility, RA1080 or any appropriate eligibility); and
5. Photocopy of training certificates.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARIA FE G. RONDINA  
Municipal Mayor  
Barangay District I, Babatngon, Leyte  
(E-mail Address)

  
MARIA FE GALAPON RONDINA  
Municipal Mayor

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.