


Republic of the Philippines
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE
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 Unit-Capoocan, Leyte in the CSC website:


FE CLAIRE CAROLINO-PARAGATOS
(Head of Agency)

Date: November 15, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary (PHP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Labor and Employment Officer	XV-1	19	378,888.00	Bachelor's degree relevant to the job	8 hours relevant training	2 year's relevant experience	Career Service (Professional); Appropriate Eligibility for second level position		Public Employment and Service Office
2	Administrative Assistant III (Buyer III)	I-4	9	157,260.00	Completion of two years studies in college	8 hours relevant training	2 year's relevant experience	Career Service (Subprofessional); Appropriate Eligibility for first level position		Office of the Municipal Mayor

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 1, 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:

FE CLAIRE CAROLINO-PARAGATOS

Municipal Mayor

Mun. Hall Building, Pob. Zone I, Capoocan, Leyte

tblagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.