

Republic of the Philippines  
Local Government Unit of Matag-ob  
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 of Matag-ob in the CSC website:



MICHAEL L. TORREVILLAS  
(Head of Agency)

Date: Oct. 1, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Planning & Development Coordinator	4	24/1	659,688.00	Bachelor's degree preferably in Urban Planning Development Studies, Economic, Public Administration	None required	3 years experience in development planning or any related field	R.A. 1080 (Environmental Planner)	None	Municipal Planning & Development Office

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 October 15, 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. 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:

MICHAEL L. TORREVILLAS/ LGU

Municipal Mayor

Brgy. San Guillermo, Matag-ob, Leyte

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

