

Republic of the Philippines
LOCAL GOVERNMENT UNIT
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, MATALOM, LEYTE) in the CSC website:

HON. ERIC S. PAJULIO, DMD.
(Head of Agency)

Date: 08/23/2018

No.	Position Title	Plantilla Item No.	Salary / Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Revenue Collection Clerk II	34	7	12,203.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub-professional/ First Level	Office of the Municipal Treasurer

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 September 8, 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:

Hon. Eric S. Pajulio
Municipal Mayor
Local Government Unit, Matalom, Leyte
(E-mail Address)