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must be in MS Excel format

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. PAJULO, DMD.
(Head of Agency)
Date: 09/06/2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Agricultural Technologist	63	10	14,974.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant R.A. 1080	Office of the Municipal Agriculturist, Matalom, Leyte
2	Senior Labor and Employment Officer (Labor Laws and Compliance Officer)	98	19	33,679.00	Bachelor's Degree (preferably in Statistics, Economics, Mathematics, Engineering, Sociology and Computer Science)	8 hrs. of relevant training	2 yrs. of relevant experience	CS Professional or Second Level Eligibility	Public Employment and Service Office, Matalom, Leyte
3	Administrative Office V (Human Resource Management Officer III)	99	18	30,468.00	Bachelor's Degree	5 hours of relevant training	2 years of relevant experience	CS Professional or Second Level Eligibility	Office of the Municipal Mayor, Matalom, Leyte

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 24, 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. Pajulo
Municipal Mayor
Local Government Unit, Matalom, Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.