

Republic of the Philippines
MUNICIPALITY OF MATALOM
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU - MATALOM, LEYTE in the CSC website:

Date: 12-Nov-18

DR. ERIC S. PAJULIO
Municipal Mayor

No.	Position Title (Parenthetical Title, if applicable)	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	P12,203.00	Completion of 2 years studies in college	None Required	None Required	Career Service Sub- professional /First Level	Office of the Municipal Treasurer, Matalom, Leyte
2	Administrative Office V (Human Resource Management Officer III)	99	18	P30,468.00	Bachelor's Degree	8 hours relevant training	2 years of relevant experience	Career Service Professional/ Second Level	Office of the Municipal Mayor, Matalom, Leyte
3									
4									
5									

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 November 28, 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 last rating period (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, DMD

Municipal Maor

Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.