

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:

HON. ERIC S. PAJITO, DMD
Municipal Mayor
Date: 10-Dec-18

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	Competency (if applicable)		
1	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
2	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
3	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
4	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Office of the Mayor
5	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	None Required	Office of the 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 25, 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:

Dr. Eric S. Pajito
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

HON. ~~ERIC S. PAJULLIO~~, DMD
Municipal Mayor
Date: 10-Dec-18

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	Competency (if applicable)	
6	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
7	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
8	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
9	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
10	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the 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 25, 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:

Dr. Eric S. Pajullio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

HON. ERIC S. PAJULIO DMD
Municipal Mayor
Date: 10-Dec-18

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	Competency (if applicable)	
11	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
12	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
13	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
14	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the Mayor
15	Administrative Aide I (Casual)	None	1	8,800.00	Must be able to read and write	None Required	None Required	None Required	None Required	Office of the 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 25, 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:

Dr. Eric S. Pajulio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:


HON. ERIC S. PAJULIO, DMD
Municipal Mayor
Date: 10-Dec-18

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
16	Administrative Aide III (Driver I)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat III		Office of the Mayor
17	Administrative Aide III (Driver I)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat III		Office of the Mayor
18	Administrative Aide III (Driver I)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat III		Office of the Mayor
19	Administrative Aide III (Plumber I)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat III		Office of the Mayor
20	Administrative Aide III (Plumber I)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat III		Office of the 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 25, 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:

Dr. Eric S. Pajulio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

HON. ERIC S. PAJULIO, DMD
Municipal Mayor
Date: 10-Dec-18

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
21	Administrative Aide III (Electrician) - Casual	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
22	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
23	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
24	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
25	Administrative Aide IV (Clerk) - Casual	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the 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 25, 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:

Dr. Eric S. Pajulio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

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:

HON. ERIC S. PAJULIO, DMD
Municipal Mayor

Date: 10-Dec-18

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	Competency (if applicable)	
26	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
27	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
28	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
29	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the Mayor
30	Administrative Aide I (Casual)	None	1	8,800.00	At least Elementary/High School Graduate	None Required	None Required	MC II S. 96, Cat. III		Office of the 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 25, 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:

Dr. Eric S. Pajulio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

~~HON. ERIC S. PAJULIO, DMD~~
Municipal Mayor

Date: 10-Dec-18

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	Competency (if applicable)			
1	Administrative Aide III (Driver I) (Casual)	None	3	7,480.00	At least Elementary Graduate	None Required	None Required	Driver's License MC 11, 96 Cat II		Matalom Community Hospital		
2	Nurse I (Casual)	None	11	19,000.00	Bachelor's Degree in Nursing	4 hours of relevant training	1 year of relevant experience	Appropriate R.A. 1080		Matalom Community Hospital		
3	Nursing Attendant (Casual)	None	4	12,000.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital		
4	Nursing Attendant (Casual)	None	4	7,480.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital		
5	Nursing Attendant (Casual)	None	4	7,480.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital		

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 25, 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:

Dr. Eric S. Pajulio

Municipal Mayor

LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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:

HON. ERIC S. PAJULIO DMD
Municipal Mayor
Date: 10-Dec-18

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	
6	Administrative Aide I (Utility Worker I)	92	1	11,000.00	Must be able to read and write	None Required	None Required	None Required	Matalom Community Hospital
7	Nurse I (Casual)	None	11	19,000.00	Bachelor's Degree in Nursing	4 hours of relevant training	1 year of relevant experience	Appropriate R.A. 1080	Matalom Community Hospital
	x-x-x								

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 25, 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:

Dr. Eric S. Pajulio
Municipal Mayor
LGU Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.