

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:

DR. ERIC S. PAULLID
Municipal Mayor
Date: 21-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	Municipal Government Department Head I (Municipal Treasurer)	31	24	P58,639.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	None Required	3 years experience in treasury and accounting services	First grade or its equivalent	None	Office of the Municipal Treasurer
2										
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 January 10, 2019.

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:

Caridad V. Salado
AO I (HRMA II)
MSWD Office - LGU Matalom, Leyte
carriesalado@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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