

Republic of the Philippines
(Municipality of Tanauan, Leyte)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Tanauan, Leyte) in the CSC website:


MAYOR PELAGIO R. TECSON JR.
(Head of Agency)

Date: September 20, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	1 Clerk I	020-99	3	P121,524.00	Completion of relevant 2 years studies in college	None Required	None Required	Career Service (Subprof.) 1st Level Elig.		Mayor's Office LGU-Tanauan, Leyte
2	1 Clerk I	313-97	3	P121,524.00	Completion of relevant 2 years studies in college	None Required	None Required	Career Service (Subprof.) 1st Level Elig.		Municipal Treasurer's Office LGU-Tanauan, 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 October 08, 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:


PELAGIO R. TECSON JR.
Municipal Mayor
Municipal Hall 888 Real Street Tanauan, Leyte.
tanauanleyte.lgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.