

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)

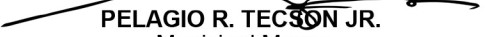
Date: November 5, 2018

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	Local Disaster Risk Reduction Management Officer III	2018-83	18	P388,464.00	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service Professional 2nd Level Eligibility		MDRRMO 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 November 20, 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of authenticated certificate of eligibility/rating/license; and
4. Photocopy of authenticated Transcript of Records.
5. Other Documents necessary.

**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](mailto:tanauanleyte.lgu@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**