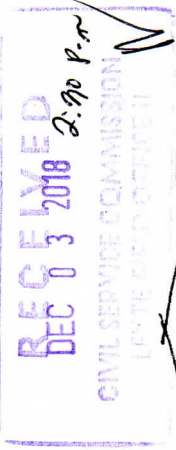


Republic of the Philippines
(Municipality of Tanauan, Leyte)
Request for Publication of Vacant Positions

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



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: December 3, 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	2 Driver II (Casual)		4	P123,984.96	Elementary School Graduate	None required	None required	None required	Driver's License (MC 11, s.96-CAT III)	General Services LGU-Tanauan, Leyte
2	30 Clerk I (Casual)		3	P116,149.44	Completion of relevant 2 years studies in college	None required	None required	None required	None required	LGU-Tanauan, Leyte
3	4 Driver I (Casual)		3	P116,149.44	Elementary School Graduate	None required	None required	None required	Driver's License (MC 11, s.96-CAT III)	LGU-Tanauan, Leyte
4	20 Administrative Aide (Casual)		1	P101,808.96	Must be able to read and write	None required	None required	None required	None required	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 December 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. Other Documents

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.