

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

**Republic of the Philippines  
LGU-Tomas Oppus  
Request for Publication of Vacant Positions**

**To: CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of LGU-TOMAS OPPUS in the CSC website:

  
 \_\_\_\_\_  
 AGUSTIN R. ESCANO, JR.  
 Municipal Mayor

Date: \_\_\_\_\_

No.	Position Title	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 (Municipal Treasurer)	32	24	P45,091.00	Bachelor's Degree preferably in commerce, Public Administration or law	none	3years experience in treasury or accounting service	First grade or its equivalent		LGU-TOMAS OPPUS

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 \_\_\_\_\_.

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 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:

**AGUSTIN R. ESCANO, JR.**  
 \_\_\_\_\_  
 Municipal Mayor  
 \_\_\_\_\_  
 LGU-Tomas Oppus, Tomas Oppus, Southern Leyte  
 \_\_\_\_\_  
 N/A

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