

Republic of the Philippines
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local government Unit-Capoocan, Leyte in the CSC website:


THELMA Q. LAGERA
HRMO IV

Date: December 9, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary (PHP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Local Treasury Operation Officer III	VIII-2	18	31,619.00	Bachelor's degree reevant to the job	8 hours of relevant	2 years relevant experience	Career Service (Professional); Appropriate Eligibility for second level position		Office of the Municipal Treasurer
2	Engineer II	XIII-5	16	26,330.00	Bachelor's degree in engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Electrical Engineer)		Office of the Municipal Engineer
3	Engineer II	X-2	16	26,330.00	Bachelor's degree in engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080 (Geodetic Engineer)		Office of the Municipal Assessor
4	Youth Development Officer III	XV-1	18	31,619.00	Bachelor's degree reevant to the job	8 hours of relevant	2 years relevant experience	Career Service (Professional); Appropriate Eligibility for second level position		Office of the Youth Development Officer

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, 2020

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:

FE CLAIRE CAROLINO-PARAGATOS
Municipal Mayor
Mun. Hall Building, Pob. Zone I, Capoocan, Leyte
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Records Officer III	I-5	18	31,619.00	Bachelor's degree reevant to the job	8 hours of relevant	2 years relevant experience	Career Service (Professional); Appropriate Eligibility for second level position		Office of the Municipal Mayor
2	Administrative Aide I	IV-4, IV-5, XII-6, XIII-16, XVII-3, XIX-2, XIX-3	1	8,663.00	Must be able to read and write	none required	none required	none required		Office of the Sangguniang Bayan Secretary/Office of the MSWDO/ Office of the Mun. Engineer/ PESO/Brgy Affairs Office
3	Administrative Aide II (Messenger)	IV-3, VIII-12	2	9,207.00	Must be able to read and write	none required	none required	none required		Office of the Sangguniang Bayan Secretary/Office of the Mun. Treasurer
4	Driver I	XI-12, XVIII-5, V-6	3	9,764.00	Elementary School Graduate	none required	1 year experience in driving	Professional Driver's License		Office of the Municipal Health Officer/ Office of the MDRRMO/ MPDO

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