

Republic of the Philippines
MGO TABONTABON, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO TABONTABON, LEYTE in the CSC website:


EFREN D. REDOÑA
Municipal Mayor

Date: March 06, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Social Welfare Officer I	50	11	18,900	Bachelor's Degree in Social Work	None Required	None Required	Registered Social Worker (RA 1080)	N/A	LGU-Tabontabon
2	Admin Aide II	44	2	9,673	Elementary School Graduate	None Required	None Required	None Required	N/A	LGU-Tabontabon

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send them to the address below not later than March 21, 2024.

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 last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position without discrimination regardless of age, gender, civil status, PWD, religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

EFREN D. REDOÑA
Municipal Mayor
LGU-Tabontabon, Leyte
lgutabontabon2019@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.