

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: August 31, 2022

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	Municipal Government Department Head I (Municipal Civil Registrar)	15	24	60, 719.00	Bachelor's Degree	None Required	3 years acquired experience in Civil Registry Work	First grade or its equivalent	N/A	Municipal Civil Registry Office

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 September 15, 2022.

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.