

Republic of the Philippines  
**MGO TANAUAN, 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 TANAUAN, LEYTE in the CSC website:

  
RAIDA P. BARANDA  
HRMO III

Date: 2-May-22

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 Assessor I)	801-97	24	73,731.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course.	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Assessor's 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 May 17, 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](http://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. He/She must be a citizen of the Philippines, a resident of the Local government unit concerned and good moral character.

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

  
HON. PELAGIO R. TECSON JR.  
Municipal Mayor  
Municipal Hall 888 Real Street Tanauan, Leyte  
[tecsonpel@gmail.com](mailto:tecsonpel@gmail.com)

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