


Republic of the Philippines
(Municipality of Tanauan, Leyte)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Tanauan, Leyte) in the CSC website:


MAYOR PELAGIO R. TECSON JR.
(Head of Agency)
Date: September 5, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Experience	Training	Eligibility	Competency (if applicable)	
1	REVENUE COLLECTION CLERK II	307-97	7	P167,868.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Municipal Treasurer's Office
2	CLERK I	312-99	3	P132,792.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Municipal Treasurer's Office
3	BOOKBINDER II	205-97	4	P140,832.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Budget Office
4	UTILITY WORKER I	017-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
5	UTILITY WORKER I	022-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
6	UTILITY WORKER I	023-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
7	UTILITY WORKER I	024-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
8	UTILITY WORKER I	026-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
9	UTILITY WORKER I	027-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
10	UTILITY WORKER I	029-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Mayor's Office
11	UTILITY WORKER I	019-97	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		MO-Market
12	UTILITY WORKER I	025-99	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		MO-Market
13	UTILITY WORKER I	026-99	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		MO-Slaughterhouse
14	UTILITY WORKER I	027-99	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		MO-Slaughterhouse
15	UTILITY WORKER I	024-99	1	P117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		MO-Cemetery

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 22, 2021.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 201) which can be downloaded at www.csc.gov.ph;
3. Work Experience Sheet with Performance rating in the present position for one (1) year (if applicable);
4. Two copies Authenticated of certificate of eligibility/rating/license
5. Authenticated photocopy of Transcript of Records, Diploma
6. Certificates of Training/s if any.
7. Other Documents: (Brgy. Clearance, Police Clearance, Court Clearance, NBI Clearance Medical Certificate with attachment; COE if any, Livebirth, Marriage Contract if married; etc)

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


PELAGIO R. TECSON JR.
Municipal Mayor
Municipal Hall 888 Real Street Tanauan, Leyte.
tanauanleyte.lgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.