


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 29, 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	Municipal Government Department Head I (Local Disaster Risk Reduction and Management Officer)	1201-20	24	P867,756.00	Bachelor's Degree	4 years in position involving management and supervision, 1 year of which is relevant to DRRM	24 hours of training in management and supervision on DRRM	Career Service Professional/ 2nd Level Eligibility		Municipal Disaster Risk Reduction and Management Office
2	Social Welfare Aide	909-99	4	P140,832.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. III)		Municipal Social Welfare & Development 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 28, 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.