

Republic of the Philippines
MGO TUNGA, 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 TUNGA, LEYTE in the CSC website:


ODINAH C. MAJAM
HRMO

Date: May 15, 2023

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	Revenue Collection Clerk I	34	5	11580	Completion of two years studies in college	None required	None required	Career Service (Sub- professional) First Level Eligibility	none	Office of the Municipal Treasurer, LGU - Tunga, Leyte
2	Municipal Government Department Head I (Municipal Social Welfare and Development Officer I)	48	24	63055	Masteral Degree	Twenty-four (24) hours of training in management and supervision	Four (4) years in position/s involving management and supervision	R.A. 1080 (Social Worker)	none	Office of the Municipal Social Welfare and Development Officer

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 30, 2023.

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 opportunity to all men and women at all levels of position without

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

ENGR. REINBERT C. COSTELO

Municipal Mayor

LGU - Tunga, Leyte

lgutunga1949@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.