

Republic of the Philippines
MGO TANAUAN, LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the MGO TANAUAN, LEYTE in the CSC website:

RAIMON P. BARANDA
MAYOR
FORMO III

Date: 19-Oct-23

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Department Head I (Municipal Assessor I)	801-97	24	75,149.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course.	None Required	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Assessor's Office
2	Medical Technologist I	1015-05	11	25,439.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	None Required	None Required	RA 1080		Health Office
3	Midwife II	1010-97	11	25,439.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080		Health Office
4	Revenue Collection Clerk III	309-99	9	17,342.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility		Treasurer's Office
5	Revenue Collection Clerk I	312-97	5	13,523.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Treasurer's Office
6	Human Resource Management Aide	009-99	4	12,744.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		HR Section
7	Clerk I	407-97	3	12,006.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Accounting 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 November 03, 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. Authenticated certificate of eligibility/rating/license (PRC); and
4. Position Description Form
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 discrimination regardless of gender, civil status, religion, ethnicity, political affiliation to includemembers of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

HON. MA. JINA E. MERILO
Municipal Mayor
Municipal Hall 888 Real Street Tanauan, Leyte
Mayor@tanauan.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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
WRMO III

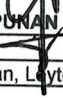
Date: 19-Oct-23

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	Local Legislative Staff Officer IV	122-20	19	42,360.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		SB Office

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


HON. ARCHIE LAWRENCE R. KAPUNAN
Municipal Vice-Mayor
Municipal Hall 888 Real Street Tanauan, Leyte
arkapbusiness@yahoo.com

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