


Republic of the Philippines
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local government Unit-Capoocan, Leyte in the CSC website:


FE CLAIRE CAROLINO-PARAGATOS
(Head of Agency)

Date: July 3, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary (PHP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Treasurer)	VIII-1	24	659,688.00	Bachelor's degree preferably in Commerce, Public Administration or Law	none required	3 years experience in treasury or accounting service	Basic Competency on Local Treasury Examination		Office of the Municipal Treasurer
2	Municipal Government Assistant Department Head I (HRMO IV)	XIV-1	22	528,456.00	Bachelor's degree relevant to the job	16 hours relevant training	3 years relevant experience	Career Service (Professional) Appropriate Eligibility for second level position		Office of the HRMO
3	Revenue Collection Clerk II	VIII-8	7	137,292.00	Completion of two years studies in college	none required	none required	Career Service (Sub-Professional) Appropriate Eligibility for first level position		Office of the Municipal Treasurer
4	Engineer II	X-3	16	285,888.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year relevant experience	RA 1080		Office of the Municipal Engineer

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 July 31, 2018.

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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

FE CLAIRE CAROLINO-PARAGATOS
Municipal Mayor
Mun. Hall Building, Pob. Zone I, Capoocan, Leyte
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.