

Republic of the Philippines
LOCAL GOVERNMENT UNIT
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, MATALOM, LEYTE) in the CSC website:

HON. ERIC S. PAJULO, DMD.
(Head of Agency)

Date: 8-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide III (Driver I) Casual	None	3	P7,480.00	At least Elementary Graduate	None Required	None Required	Driver's License MC 11, 96 Cat. II		Matalom Community Hospital
2	Nurse I (Casual)	None	11	P 19,000.00	Bachelor's Degree in Nursing	4 hours of relevant training	1 years of relevant Experience	Appropriate R.A. 1080		Matalom Community Hospital
3	Nursing Attendant I (Casual)	None	1	P12,000.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital
4	Nursing Attendant I (Casual)	None	1	P7,480.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital
5	Nursing Attendant I (Casual)	None	1	P7,480.00	At least High School Graduate	None Required	None Required	None Required		Matalom Community Hospital

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 5-31-18.

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:

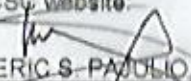
Hon. Eric S. Pajulo
Municipal Mayor
Local Government Unit, Matalom, Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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HON. ERIC S. PAJULIO, BMD.
(Head of Agency)
Date: 8-May-18

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
2	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
3	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
4	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
5	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor

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

Hon. Eric S. Pajulio
Municipal Mayor
Local Government Unit, Matalom, Leyte
(E-mail Address)

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Date: 8-May-18

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
6	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
7	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
8	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
9	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
10	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor

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Municipal Mayor
Local Government Unit
(E-mail Address)

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To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (LOCAL GOVERNMENT UNIT, MATALOM, LEYTE) in the CSC website.

HON. ERIC S. FAJULIO, DMD.
(Head of Agency)

Date: 8-May-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
11	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
12	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
13	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
14	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
15	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor

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Date: 8-May-18

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
16	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
17	Administrative Aide I (Casual)	None	1	P7,480.00	Must be able to read & write	None Required	None Required	None Required		Office of the Mayor
18	Administrative Aide III (Driver 1) (Casual)	None	1	P7,480.00	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor
19	Administrative Aide III (Driver 1) (Casual)	None	1	P7,480.00	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor
20	Administrative Aide III (Driver 1) (Casual)	None	1	P7,480.00	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor

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21	Administrative Aide III (Plumber 1) (Casual)	None	1	P7,480.00	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor
22	Administrative Aide III (Plumber 1) (Casual)	None	1	P7,480.00	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor
23	Administrative Aide III (Electrician 1) (Casual)	None	2	P7,480.01	At least Elementary/High School Graduate	None Required	None Required	Driver's License MC. 11 S. 96, Cat. III		Office of the Mayor
24	Administrative Aide III (Clerk 1) (Casual)	None	3	P7,480.02	Completion of Two years college studies	None Required	None Required	C.S. Sub-Professional		Office of the Mayor
	x-x-x									

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