

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. PAJULIO, DMD.  
(Head of Agency)

Date: 6-5-18

| 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 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 |

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 6-30-18.

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](http://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. Pajulio  
Municipal Mayor  
Local Government Unit, Matalom, Leyte  
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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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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|-----|--------------------------------|--------------------|------------------------|----------------|------------------------------|---------------|---------------|---------------|----------------------------|---------------------|
|     |                                |                    |                        |                | 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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|-----|---|--------------------|------------------------|----------------|--|---------------|---------------|---|----------------------------|---------------------|
|     |   |                    |                        |                | 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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|-----|--|--------------------|------------------------|----------------|--|---------------|---------------|--|----------------------------|---------------------|
|     |  |                    |                        |                | Education                                | Training      | Experience    | Eligibility                            | Competency (if applicable) |                     |
| 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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|     |   |                    |                        |                | Education                     | Training                     | Experience                     | Eligibility                        |                            |
| 1   | Administrative Aide III (Driver) (Casual) | None               | 3                      | P7,480.00      | At least Elementary Graduate  | None Required                | None Required                  | Driver's License MC 11, 98 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. 1060              | 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 |

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