

Republic of the Philippines  
MUNICIPALITY OF MATALOM  
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 LGU - MATALOM, LEYTE in the CSC website:

  
**CARIDAD V. SALADO**  
HRMO

Date: August 25, 2020

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	Day Care Worker I	4	6	11,878.00	High School Graduate	None Required	None Required	(MC 11, s. 96, Cat. III, as amended)		Office of the Municipal Social Welfare
2	Administrative Assistant II (Human Resource Management Assistant)	3	8	13,406.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- Professional), First Level Eligibility		Human Resource Management Office
3	Revenue Collection Clerk I	37	5	11,206.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub- Professional), First Level Eligibility		Office of the Municipal Treasurer

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 September 10, 2020..

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 last rating period (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, DMD**

Municipal Maor

Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.