

Republic of the Philippines
Municipality of Pastrana
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We Hereby request the publication of the following vacant position, which are authorized to be filled, at the LGU-Pastrana in the CSC websites:


EUFRACIA B. TAN
HRMO IV

Date: October 11, 2018

No.	Position Title (Parent/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 Accountant)	47	24-1	42,359.00	Bachelor's Degree in Commerce, Major in Accounting	None required	3 years experience in Treasury or Accounting services	RA 1080		Municipal Accounting Office, Pastrana, Leyte
2	Administrative Aide I (Utility Worker I)	14	1-1	6,811.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-CAT III)		Office of the Mayor, Pastrana Leyte

Interested and qualified application should signify their interest in writing. Attach the following documents to the application letter send to the address below not later than October 25, 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 last rating period (if Applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Record

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

EUFRACIA B. TAN

HRMO - IV

LGU-PASTRANA, LEYTE

eufraciatan1960@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.