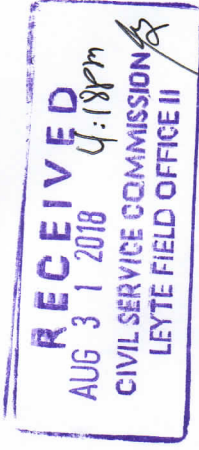


Republic of the Philippines
MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO
must be in MS Excel format



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Tabontabon in the CSC website:

HON. RUSTICO B. BALDERIAN

(Head of Agency)

Date: August 31, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Municipal Government Department Head I (Municipal Treasurer)	23	24	Php 541, 092	Bachelor's Degree preferably in Commerce or Law	None Required	Three (3) years experience in Treasury or Accounting Service	First Grade or its equivalent	Office of the Municipal Treasurer Tabontabon, Leyte

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 October 3, 2018. All qualified next-in-rank shall be automatically candidates for promotion. However you have to submit your updated Personal Data Sheet (PDS VER. 2017) to the Human Resource Management Section of LGU-Tabontabon. Failure to do so will automatically waive your right to be included as candidates.

Others who are interested and qualified shall submit the following to the Human Resource Management Section of LGU-Tabontabon - Tabontabon, Leyte.

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. RUSTICO B. BALDERIAN

Municipal Mayor

LGU-Tabontabon, Leyte

tabontabon2016@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.