

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE in the CSC website:

CATALINA F. AGDA
Municipal Mayor

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	(1) MGDH I (Municipal Accountant)	27	24	43,998.00	Bachelor's Degree in Accountancy/ Commerce/ Business Administration major in Accounting	None	Three (3) years experience in the treasury or accounting service	R.A. 1080 (C.P.A.)		Office of the Municipal Accountant, LGU - Tunga, 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 **JUNE 30, 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 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. CATALINA F. AGDA

Municipal Mayor

Local Government Unit of Tunga, Leyte

odinahmajam@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of the **LOCAL GOVERNMENT UNIT OF TUNGA, Leyte** in the CSC website: **LEYTE FIELD OFFICE I**

CATALINA F. AGDA
Municipal Mayor

Date: _____

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE I

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	(6) Administrative Aide I		1	6,908.00	two yrs studies in college	not required	not required	CS Sub-professional		Office of the Municipal Mayor
2	(2) Utility Worker I		1	6,908.00	Must be able to read and write	not required	not required	not required		
3	(1) Market Collector		1	6,908.00	HS graduate	not required	not required	not required		

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HON. CATALINA F. AGDA

Municipal Mayor
Local Government Unit of Tunga, Leyte
(E-mail Address)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.