

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

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE

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	(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		

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**.

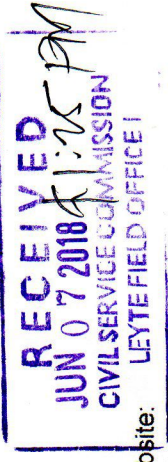
1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
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
(E-mail Address)

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

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CATALINA F. AGDA
Municipal Mayor

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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

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Municipal Mayor
Local Government Unit of Tunga, Leyte
odinahmajam@yahoo.com