

Republic of the Philippines  
Municipality of Anahawan, Southern Leyte  
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 Municipality of Anahawan in the CSC website:

  
KRISTYN T. CAMPADO  
HRMO II

Date: October 19, 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	Municipal Budget Officer I	25	24	P 45, 091.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	First grade or its equivalent		Municipal Budget Office
2	Local Disaster Risk Reduction Management Officer II	8	15	P 19, 296.00	Bachelor's degree	4 hours of relevant training on DRRM	1 year of relevant experience on DRRM	Career Service (Professional), Second Level Eligibility		LDRRM Office
3	Local Revenue Collection Officer II	30	15	P 19, 296.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		Municipal Treasurer's Office
4	Revenue Collection Clerk II	31	7	P 10, 350.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional), First Level Eligibility		
5	Revenue Collection Clerk I	33	5	P 9, 083.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional), First Level Eligibility		
6	Revenue Collection Clerk I	35	5	P 9, 083.00	Completion of two years studies in college	none required	none required	Career Service (Subprofessional), First Level Eligibility		
7	Sanitation Inspector I	43	6	P 13, 851.00	Completion of two years in college	none required	none required	Career Service (Subprofessional), First Level Eligibility		Rural Health Unit

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 November 04, 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:

KRISTYN T. CAMPADO  
HRMO II  
Poblacion, Anahawan Southern Leyte  
[ktcampado@yahoo.com](mailto:ktcampado@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.