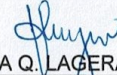


Republic of the Philippines
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local government Unit-Capoocan, Leyte in the CSC website:


THELMA Q. LAGERA
HRMO IV

Date: January 10, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary (PHP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineer III	X-3	19	33,952.00	Bachelor's degree in engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080		Office of the Municipal Engineer
2	MGADH I (Assistant PESO Manager)	XV-1	22	48,989.00	Human Resource Management (HRM); Human Resource Development (HRD); and/or allied fields	none required	3 years of experience in program management relative to employment facilitation	Career Service (Professional)/Second Level Eligibility		Office of the Public Employment Service Officer
3	Local Disaster Risk Reduction and Management Assistant	XVI-2	8	12,569.00	Completion of two-year studies in college	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		Office of the LDRRM Officer
4	Community Affairs Officer I	I-6	11	15,566.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Second Level Eligibility		Office of the Municipal Mayor

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 January 27, 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;
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:

FE CLAIRE CAROLINO-PARAGATOS
Municipal Mayor
Mun. Hall Building, Pob. Zone I, Capoocan, Leyte
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.