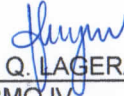


Republic of the Philippines
LGU-CAPOOCAN, LEYTE
Request for Publication of Vacant Positions

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 29, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Midwife III	XI-4	11	15,566.00	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	RA 1080		Municipal Health Office-Capoocan, Leyte
2	Midwife III	XI-5	11	15,566.00	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	RA 1080		Municipal Health Office-Capoocan, Leyte
3	Midwife II	XI-6,XI-7,XI-8	8	12,569.00	Completion of Midwifery course	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Health Office-Capoocan, 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 February 14, 2019.

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:

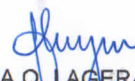
FE CLAIRE CAROLINO-PARAGATOS
Municipal Mayor
Mun. Hall Building Pob. Zone I, Capoocan, Leyte
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Records Officer I	I-8	10	14,425.00	Bachelor's degree relevant to the job	none required	none required	Career Service (professional) Appropriate eligibility for second level position		Office of the Municipal Mayor
2	Revenue Collection Clerk III	VIII-4	9	13,481.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional) Appropriate eligibility for First level position		Office of the Municipal Treasurer
3	Admin. Aide III (Clerk I)	VIII-11	3	9,350.00	Completion of two years studies in college	none required	none required	Career Service (Sub-professional) Appropriate eligibility for First level position		Office of the Municipal Treasurer
4	Admin. Aide II (Messenger)	X-4	2	8,821.00	Elementary School Graduate	none required	none required	none required		Office of the Municipal Engineer
5	Admin. Aide I	X-8	1	8,301.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Engineer
6	Admin. Aide II (Messenger)	XII-4	2	8,821.00	Elementary School Graduate	none required	none required	none required		Office of the MSWDO

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