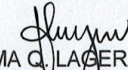


Republic of the Philippines  
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE  
Request for Publication of Vacant Positions

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: February 11, 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	Driver I	XVI-3	3	9,350.00	Elementary School Graduate	none required	1 year experience in driving	Professional Driver's License		Office of te LDDRMO
2	Municipal Government Department Head I (Municipal Treasurer)	VIII-1	24	62,555.00	Bachelor's degree preferably in Commerce, Public Administration or LAW	none required	3 years experience in treasury or accounting service	Basic Competency on Local Treasury Examination		Office of the Municipal Treasurer
3	Mechanic II	x-5	6	11,135.00	High School Graduate; Completion of relevant vocational/trade	none required	none required	Mechanic/ Relevant MC 11 s. 1996		Office of the Municipal Engineer
4	Budgeting Aide	VI-5	4	9,911.00	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 Budget Officer

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 28, 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 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  
[tglagera@yahoo.com.ph](mailto:tglagera@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**