

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: April 11, 2019

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	Municipal Treasurer	VIII-1	24	62,555.00	Bachelor's degree preferably Commerce, Public Administration, Law	none required	3 years experience in treasury or accounting service	Basic Competency on Local Treasury Examination		Office of the Municipal Treasurer, Municipality of Capoocan
2	Internal Auditor I	I-6	11	15,566.00	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, Municipality of Capoocan
3	Budgeting Aide	VI-4	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, Municipality of Capoocan
4	Revenue Collection Clerk II	VIII-5, VIII-6, VIII-9	7	11,804.00	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, Municipality of Capoocan
5	Assessment Clerk III	IX-2	9	13,481.00	Completion of two years studies in college	4 hours of relevant training	1 year relevant experience	Career Service (Sub-Professional) Appropriate eligibility for first level position		Office of the Municipal Assessor, Municipality of Capoocan
6	Social Welfare Officer I	XII-2	11	15,566.00	Bachelor's degree in Social Work	none required	none required	RA 1080 (Social Worker)		Office of the MSWDO
7	Administrative Aide I	XII-5	1	8,301.00	Must be able to read and write	none required	none required	none required		Office of the MSWDO, Municipality of Capoocan

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 April 30, 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.