

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: May 21, 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 II	X-4	16	26,330.00	Bachelor's degree in engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Municipal Engineer
2	Medical Technologist I	XI-3	11	16,737.00	Bachelor's degree in Medical Technology	none required	none required	RA 1080		Office of the Municipal Health Officer
3	Social Welfare Assistant	XII-3	8	13,129.00	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 MSWDO
4	Labor and Employment Assistant	XV-3	8	13,129.00	Completion of 2 years studies in college	4 hours of relevant training on employment facilitation	1 year of experience in employment facilitation	Career Service (Subprofessional) First Level Eligibility		Public Employment Service Officer
5	Administrative Aide I (Utility Worker I)	X-10,X-12, X-14, IV-5	1	8,663.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Engineer/Office of the MPDC

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 June 11, 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
tglagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.