


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	Assessment Clerk III	IX-2	9	12,344.00	Completion of two years studies in college	none required	none required	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor
2	Assessment Clerk II	IX-3	6	16,737.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Budget Officer
3	Revenue Collection Clerk II	VIII-6, VIII-7, VIII-10	7	12,344.00	Completion of two years studies in college	none required	none required	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
4	Administrative Assistant II (Disbursing Officer II)	VIII-5	8	13,129.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer

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
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Population Program Worker II	I-10	7	12,344.00	Completion of two years studies in college	none required	none required	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor
2	Administrative Assistant V (Data Controller III)	VI-3	11	16,737.00	Completion of two years studies in college	8 hours of relevant training	2 years relevant experience	Carerr Service (Subprofessional) First Level Eligibility		Office of the Municipal Budget Officer
3	Management and Audit Analyst I	VII-3	11	16,737.00	Bachelor's degree relevant to the job	none required	none required	Carerr Service (Professional) Second Level Eligibility		Office of the Municipal Accountant
4	Accountant II	VII-2	15	25,040.00	Bachelor's degree in Commerce/Business in Administration major in Accounting	4 hours relevant training	1 year relevant experience	RA 1060		Office of the Municipal Accountant
5	Internal Auditor III	I-2	18	31,619.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Carerr Service (Professional) Second Level Eligibility		Office of the Municipal Mayor
6	Senior Environmental Management Specialist	I-3	18	31,619.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Carerr Service (Professional) Second Level Eligibility		Office of the Municipal Mayor

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