

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:


THEIMA Q. LAGERA
HRMO IV

Date: June 4, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary (PHP)	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Assessment Clerk III	IX-2	9	14,088.00	Completion of two years studies in college	4 hours relevant training	1 year relevant experience	Carer Service (Subprofessional) First Level Eligibility	Office of the Municipal Assessor
2	Assessment Clerk II	IX-3	6	11,643.00	Completion of two years studies in college	none required	none required	Carer Service (Subprofessional) First Level Eligibility	Office of the Municipal Assessor

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

tlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.