

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: August 16, 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   | Social Welfare Assistant | XII-3              | 8                      | 12,569.00            | Completion of two years studies in college | 4 hours of relevant training | 1 year relevant experience | Career Service (Sub-Professional)<br>Appropriate eligibility for first level position |                            | Office of the MSWDO |
|     |                          |                    |                        |                      |  |                              |                            |   |                            |                     |

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 September 2, 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](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  
[tqlagera@yahoo.com.ph](mailto:tqlagera@yahoo.com.ph)

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