

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: September 9, 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	Administrative Aide I	VIII-13	1	8,301.00	Must be able to read and write	none required	none required	none required		LGU-Capoocan, Leyte
2	Administrative Aide II	X-5	2	8,821.00	Must be able to read and write	none required	none required	none required		LGU-Capoocan, Leyte
3	Administrative Aide II	X-6	2	8,821.00	Must be able to read and write	none required	none required	none required		LGU-Capoocan, Leyte
4	Agricultural Technician I	XIII-5	6	11,135.00	Completion of two years studies in college/vocational/trade course	none required	none required	Career Service (Sub-Professional) Appropriate eligibility for First level position		LGU-Capoocan, Leyte

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 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
tlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Youth Development Officer II	I-2	14	20,816.00	Bachelor's degree relevant to the job	1 year relevant experience	4 hours pf relevant training	Career Service (Professional) Appropriate eligibility for second level position		LGU-Capoocan, Leyte
2	Records Officer I	III-12	10	14,425.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Appropriate eligibility for second level position		LGU-Capoocan, Leyte
3	Information System Analyst I	IV-3	12	17,204.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Appropriate eligibility for second level position		LGU-Capoocan, Leyte
4	Administrative Aide II	VII-5	2	8,821.00	Must be able to read and write	none required	none required	none required		LGU-Capoocan, Leyte

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