

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 27, 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 Assistant III (Buyer III)	I-4	9	13,481.00	Completion of two (2) years studies in college	eight (8) hours relevant training	two (2) years relevant experience	Career Service (Sub-Professional) Appropriate eligibility for first level position		Office of the Municipal Mayor, 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 October 15, 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  
[tblagera@yahoo.com.ph](mailto:tblagera@yahoo.com.ph)

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