

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  
HRMOTV

Date: October 15, 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	Municipal Government Department Head I (Municipal Treasurer)	VIII-1	24	63,806.00	Bachelor's degree preferably in Commerce, Public Administration or LAW	none required	3 years experience in treasury or accounting service	Basic Competency on Local Treasury Examination		Office of the Municipal Treasurer
2	Local Disaster Risk Reduction and Management Assistant	XVI-2	8	13,129.00	Completion of two-year studies in college	1 year of relevant experience on DRRM	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		Office of the LDRRM Officer

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 November 2, 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](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

[fdlagera@yahoo.com.ph](mailto:fdlagera@yahoo.com.ph)

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