

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: November 11, 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	X-9	1	8,301.00	Must be able to read and write	none	none	none		Municipal Engineer's Office

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 25, 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
tqlagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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1	Internal Auditor III	I-2	18	30,478.00	Bachelors degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		Office of the Municipal Mayor, LGU-Capoocan, Leyte
2	Administrative Assistant IV	VI-2	10	14,425.00	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility		Municipal Budget Office
3	Administrative Aide II	VI-6, VI-7	2	8,821.00	Must be able to read and write	none	none	none		Municipal Budget Office
4	Sanitation Inspector III	XI-6	11	15,566.00	Completion of two-year studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-professional)/First Level Eligibility		Municipal Health Office
5	Administrative Aide I	XIII-7	1	8,301.00	Must be able to read and write	none	none	none		Municipal Agriculturist Office
6	Administrative Aide I	XIV-2	1	8,301.00	Must be able to read and write	none	none	none		Human Resource Management Office

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