

Republic of the Philippines
Municipality of Libagon
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of Libagon in the CSC website:


AGUSTINA L. SOLSONA
HRMA


Date: December 3, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Electrician II)	57	6	10,038.00	High School Graduate or completion of relevant Vocational Trade Course	None required	None required	Electrician (Building Wiring) (-250 volts) (MC 11, s. 96-Cat I)	N/A	Municipal Engineering Office
2	Tourism Operations Officer II	31	15	20,307.00	Bachelor's degree in tourism, business, law, economics, marketing, public administration or other related fields	1 year of work experience and involvement in the tourism industry either in the private sector or the government	4 hours of relevant training on tourism or DOT specific and mandatory trainings such as but not limited to the following: Tourism Awareness and Capability Building Seminar For LGUs, Seminar on Disaster Risk Reduction and Management, Basic Tourism Statistics Training (BTST), Local Tourism Guidebook Orientation and; Seminar on Gender and Development Orientation	Career Service (Professional) / Second Level Eligibility	N/A	Office of the Municipal Mayor

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 January 6, 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;
2. Performance rating **in the last rating period** (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:


AGUSTINA L. SOLSONA
Human Resource Management Assistant
Municipality of Libagon, Libagon, So. Leyte
tinasolsona@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.