

Republic of the Philippines
(Name of Agency)
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 LOCAL GOVERNMENT UNIT OF MATAG-OB, LEYTE in the CSC website:



EMERENCIANA L. TABON

AT/Admin. Officer -Designate

Date: Feb. 11, 2020

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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (HRMO)	1-f	SG -24	62, 555.00	Any Bachelors' Degree preferably in any of the ff: Operations Management; Human Resource Management; Human Resource Development (HRD); and/or allied fields	None Required	3 years of supervisory/management experience in program management relative to employment facilitation	Career Service (Professional)/ Second Level Eligibility		LGU, Matag-ob, 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 **February 24, 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:

EMERENCIANA L. TABON
AT/Admin. Officer -Designate
LGU-Matag-ob, San Guillermo, Matag-ob, Leyte
matagoblgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.