

Electronic copy to be submitted to the  
CSC FO

Republic of the Philippines  
MUNICIPALITY OF MATALOM  
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 LGU - MATALOM, LEYTE in the CSC website:

*CSM*  
**CARIDAD V. SALADO**

HRMO

Date: January 14, 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	Administrative Aide I (Utility Worker I) Casual	None	1	8,404.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Mayor, Matalom, Leyte
2	Administrative Aide I (Utility Worker I) Casual	None	1	8,404.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Mayor, Matalom, Leyte
3	Administrative Aide I (Utility Worker I) Casual	None	1	8,404.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Mayor, Matalom, Leyte
4	Administrative Aide I (Utility Worker I) Casual	None	1	8,404.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Mayor, Matalom, Leyte
<b>Nothing follows</b>										

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 30, 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 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:

Hon. Eric S. Pajulio, D.M.D.

Municipal Mayor

LGU - Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.