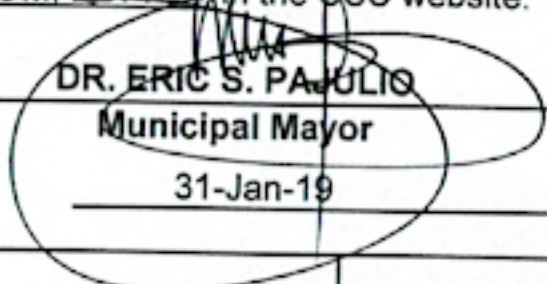


Electronic copy to be submitted to the  
CSC FO

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 GSC website:

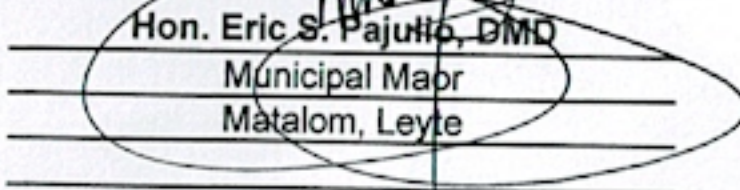
Date: 31-Jan-19  
  
**DR. ERIC S. PAJULIO**  
 Municipal Mayor

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 III (Driver I)	80	3	P9,531.00	Elementary School Graduate	None Required	None Required	Driver's License (MC. 11,S.96 - Cat. IV, as amended)		Office of the Municipal Mayor, Matalom, Leyte
2	X-X-X									
3										
4										
5										

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 15, 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](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, DMD  
 Municipal Mayor  
 Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.