

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:

CARIDAD V. SALADO  
HRMO

Date: October 7, 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	
1	Administrative Aide IV (Clerk II)	30	4	P 10,571.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub-Professional), First Level Eligibility	Office of the Sangguniang Bayan
2	Administrative Aide I (Utility Worker I) - Casual	None	1	P8,854.00	Must be able to read and write	None Required	None Required	None Required	Office of the Municipal Mayor
	x-x-x								

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 October 22, 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. Pajulo, DMD**  
Municipal Maor  
Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.