

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: November 23, 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	5 Administrative Aide I (Laborer I) Casual	20, 21, 27, 28, 30	1	9,241.00	Must be able to read and write	None Required	None Required	None Required		Different Offices of LGU - Matalom, Leyte
2	10 Administrative Aide I (Utility Worker I) Casual	3, 5, 10, 14, 23, 24, 31, 32, 33, 36	1	9,241.00	Must be able to read and write	None Required	None Required	None Required		Different Offices of LGU - Matalom, Leyte
3	1 Administrative Aide II (Bookbinder I) Casual	4	2	9,821.00	At least High School Graduate	None Required	None Required	None Required		Office of the Municipal Assessor
4	1 Administrative Aide II (Messenger I) Casual	16	2	9,822.00	At least High School Graduate	None Required	None Required	None Required		Office of the Municipal Assessor

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 **December 8, 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:

Hon. Eric S. Pajulio, DMD
Municipal Maor
Matalom, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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5	7 Administrative Aide III (Clerk I) Casual	1, 13, 22, 26, 29, 34, 25	3	10,415.00	Completion of 2 years college studies	None Required	None Required	None Required		Different Offices of LGU - Matalom, Leyte
6	3 Administrative Aide III (Driver I) Casual	4, 17, 18	3	10,415.00	Must be able to read and write	None Required	None Required	None Required		Office of the Municipal Mayor
7	1 Administrative Aide IV (Accounting Clerk I) Casual	15	4	11,046.00	Completion of 2 years college studies	None Required	None Required	None Required		Office of the Municipal Accountant
8	1 Administrative Aide IV (Human Resource Management Aide) Casual	11	4	11,046.00	Completion of 2 years college studies	None Required	None Required	None Required		Office of the Human Resource Management

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 **December 5, 2020..**

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9	1 Administrative Assistant (Bookkeeper I) Casual	2	8	14,004.00	Completion of 2 years studies in college	None Required	None Required	None Required		Office of the Municipal Accountant
10	1 Electrician (Casual)	19	4	11,046.00	High School Graduate or completion of relevant Vocational/Trade Course	None Required	None Required	Electrician (Building and wiring -250 volts) MC 11,s. 96 Cat 11 as amended		Office of the Municipal Mayor
11	2 Meter Reader - Casual	7, 37	4	11,046.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96, Cat III)		Matalom Municipal Waterworks System
12	1 Plumber I - Casual	8	3	10,415.00	Elementary School Graduate	None Required	None Required	MC II. S. 96 Cat. II as amended		Matalom Municipal Waterworks System

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13	1 Ticket Checker Casual	25	3	10,415.00	High School Graduate	None Required	None Required	None Required (MC 10, 2013 , Cat. IV		Office of the Municipal Treasurer
14	2 Water Pump Operator - Casual	6, 12	4	11,046.00	High School Graduate	None Required	None Required	None Required (MC II, s. 96, Cat III		Matalom Municipal Waterworks System

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