

Republic of the Philippines
Municipality of Pastrana
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-PASTRANA in the CSC website:

MARITESS CAYACO-MARCOS

(Head of Agency)

Date: January 7, 2020

No.	Position Title	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 I (Municipal Agriculturist)	73	24-1	51,309.00	Bachelor's Degree in Agriculture or other allied course ⁴ such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	3 years experience in agriculture or in a related field	RA 1080		Municipal Agriculture Office, LGU-Pastrana, Leyte
2	Municipal Government Department Head I (Municipal Planning & Development Coordinator)	41	24-1	51,309.00	Bachelor's Degree preferably in Urban Planning Deelopment Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	RA 1080		Municipal Planning & Dev. Office-LGU-Pastrana, Leyte
3	Revenue Collection Clerk III	51	8-1	11,397.00	Completion of two (2) years college studies	None required	1 year relevant experience	CS Sub-Professional		Mun. Treas. Office, LGU-Pastrana, Leyte
4	Administrative Aide III (Driver I)	76	3-1	8,340.00	Elementary School graduate	None required	None required	Driver's License (MC 11, s 96-CAT II)		Office of the Mayor, LGU-Pastrana, 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 **January 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
2. Performance rating in the present position for one (1) year (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:

MARITESS CAYACO-MARCOS
Municipal Mayor
Barangay District IV, Pastrana, Leyte
lgu_pastranaleyte@yahoo.com

CSC
CIVIL SERVICE COMMISSION
Regional Office VIII
Government Center Palo, Leyte

RECEIVED
Date: 08 JAN 2020
Time: 10:01am
By: [Signature]

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.