

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 C. MARCOS  
(Head of Agency)

Date: July 1, 2019

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 Accountant)	47	24-1	51,309.00	Bachelor's Degree in Commerce, Major in Accounting	None required	3 years experience in Treasury or Accounting services	R.A. 1080		Municipal Accountant's Office, Pastrana, Leyte
2	Administrative Aide I (Utility Worker I)	7	1-1	7,357.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, CAT. III)		Office of the Mayor, Pastrana, Leyte
3	Administrative Aide I (Utility Worker I)	14	1-1	7,357.00	Must be able to read and write	None required	None required	None required (MC 11, s. 1996, CAT. III)		Office of the Mayor, 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 July 16, 2019.

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 C. MARCOS**  
Municipal Mayor  
Barangay District IV, Pastrana, Leyte  
[lgu\\_pastranaleyte@yahoo.com](mailto:lgu_pastranaleyte@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.