

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: November 20, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Municipal Government Department Head I (Municipal Treasurer)	50	24-1	51,309.00	Bachelor's Degree in Commerce, public administration or law	None required	3 years experience in Treasury or Accounting services	Career Service Professional or its equivalent		Municipal Treasurer's Office, 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 December 6, 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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

