



Republic of the Philippines
Municipality of Tabango
Tabango, Leyte
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

CATHERINE R. ABADINES
MBO/HRMO-designate

Date: June 10, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Assistant II (Acctg. Clerk III)	76	8	142,152.00	Completion of two (2) yrs. Studies in college	4 hrs of relevant training	1 yr of relevant experience	Career service (Subprofessional) First Level Eligibility		Office of the Municip Accountant
2	Sanitation Inspector I	64	8	160,536.00	Completion of two (2) yrs. Studies in college	None Required	None Required	Career service (Subprofessional) First Level Eligibility		Office of the Municip Health Officer
3	Admin. Aide IV Driver II	82	4	109,392.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11,s. 96-cat. II)		Office of the Municip Engineer

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 _____.

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 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:

CATHERINE R. ABADINES
MBO/HRMO-designate
F. Pastor Street, Poblacion, Tabango, Leyte
mharl73@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.