

Republic of the Philippines
MUNICIPAL GOVERNMENT OF TABONTABON, 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-Tabontabon in the CSC website:

HON. EFREN D. REDONA
(Head of Agency)

Date: August 1, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pav	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Aide IV	5	4	Php. 8,393	Completion of two years Studies in College	None Required	None Required	Career Service First Grade Eligibility	N/A	Office of the Municipal Mayor Tabontabon, 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 October 3, 2018.

All qualified next-in-rank shall be automatically candidates for promotion. However you have to submit your updated personal data sheet (PDS VER. 2017) to the human resource Management Section of LGU-Tabontabon. Failure to do so will automatically waive your right to be included as candidates.

Others who are interested and qualified shall submit the followingg to the Human Resource Management Section LGU-Tabontabon, Leyte.

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:

HON. EFREN D. REDONA
Municipal Mayor
LGU-Tabontabon, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.