

CS Form No. 9
Series of 2017

Electronic copy to be submitted to the CSC FO
must be in MS Excel format

Republic of the Philippines
MUNICIPAL GOVERNMENT OF TABONTABON, LEYTE
Request for Publication of Vacant Positions

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CIVIL SERVICE COMMISSION
LEYTE FIELD OFFICE II

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. REDOÑA
(Head of Agency)

Date: 11/21/2019

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	MGDH-I Municipal Engineer	63	24	615,708.00	Bachelor of Science in Civil Engineering	None Required	None Required	RA 1080	N/A	Office of the Municipal Engineering Tabontabon, Leyte
2	Local DRRM Officer II	67	15	243,684.00	Bachelor's Degree	4 hours of relevant training in DRRM	1 year of relevant experience on DRRM	Career Service Second Grade Eligibility	N/A	Office of the LDRRM 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 November 22, 2019.

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 following to the Human Resource Management Section LGU-Tabontabon, Leyte.

1. Fully accomplish 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. REDOÑA
Municipal Mayor
LGU-Tabontabon, Leyte
gfargonzales@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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3	Administrative Aide IV	5	4	106,464.00	Completion of two years Studies in College	None Required	None Required	Career Service First Grade Eligibility	N/A	Office of the Municipal Health Tabontabon, Leyte
4	Supply Officer I	55	10	157,236.00	Bachelor's Degree	None Required	None Required	Career Service Second Grade Eligibility	N/A	Office of the Municipal Mayor Tabontabon, Leyte

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