

Republic of the Philippines
(Municipality of Tanauan, Leyte)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Tanauan, Leyte) in the CSC website:



MAYOR PELAGIO R. TECSON JR.

(Head of Agency)

Date: February 27, 2019

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	1 Accounting Clerk I	406-97	4	129,276.00	Completion of relevant 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Accounting Office LGU-Tanauan, Leyte
2	1 Clerk I	407-97	3	121,524.00	Completion of relevant 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility		Accounting Office LGU-Tanauan, 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 March 15, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 201) 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.
5. Other Documents:

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:



PELAGIO R. TECSON JR.

Municipal Mayor

Municipal Hall 888 Real Street Tanauan, Leyte.

tanauanleyte.lgu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.