

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: May 24, 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 | 2 Driver II (Casual) | | 4 | P123,984.96 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.96-CAT III) | | General Services LGU-Tanauan, Leyte |
| 2 | 30 Clerk I (Casual) | | 3 | P116,149.44 | Completion of relevant 2 years studies in college | None required | None required | None required | | LGU-Tanauan, Leyte |
| 3 | 5 Driver I (Casual) | | 3 | P116,149.44 | Elementary School Graduate | None required | None required | Driver's License (MC 11, s.96-CAT III) | | LGU-Tanauan, Leyte |
| 4 | 25 Administrative Aide (Casual) | | 1 | P101,808.96 | Must be able to read and write | None required | None required | None required | | 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 June 30, 2019.

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.
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.