

Republic of the Philippines
Municipality of Tolosa

Office of the Municipal Mayor

To: CIVIL SERVICE COMMISSION (CSC) RO 8
Candahug, Palo, Leyte

SUBJECT: Request for Publication of Vacant Positions

This is to request the publication of the following vacant positions in the Local Government Unit of Tolosa, Leyte in the CSC website.

Thank you and more power.


MARIA OFELIA O ALCANTARA
(Head of Agency)

Date: _____

No.	Position Title	Plantilla Item No.	Salary/ Job/Pay Grade	Annual Salary	Qualification Standards			Experience	Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Dentist	005-85	G-16	403,008.00	Doctor of Dental Medicine or Dental Surgery	4 Hours of relevant Training	1 Year of Relevant Experience	RA 1080			Office of the MHO
2	HRMO 1	001-03	G-11	174,336.00	Bachelor's Degree	None Required	None Required	Career Service Sub-profession Second Level Eligibility	computer literate		Office of the Mayor
3	Tourism Operation Asst.	001-05	G-7	132,203.00	Complete of 2 Years Studies in College	None Required	None Required	Career Service Sub-profession Second Level Eligibility	computer literate		Office of the Mayor
4	Bookbinder I	002-034	G-2	103,116.00	Elem. School Graduate	None Required	None Required	None Required (MC.II S. 96- Cat. III)	computer literate		Sangguniang Bayan
5	Mun. Gov't. Department Head - (Municipal Assessor)	004-67	G-24	714,524.00	BS Degree preferably in Civil Engineering, Commerce or any relevant courses	None Required	3 Years experience in Real Property Assessment work or in any relevant field	RA 1090 - Real Estate Appraiser	computer literate		Office of the Mun. Assessor

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 July 15, 2020.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport - size id picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the present position for one (1) year (if applicable)
4. Photocopy of certificates of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

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

MARIA OFELIA O ALCANTARA, MD, MPH
Municipal Mayor
Municipal Hall, Local Government Unit
Tolosa, Leyte

Note: APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED