

Republic of the Philippines
Municipality of Tolosa
Request for Publication of Vacant Positions



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

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Local Government Unit-Tolosa, Leyte) in the CSC website:

MARIA OFELIA O. ALCANTARA, MD, MPH
(Head of Agency)

Date: 1-Jul-19

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)Dentist II	005-84	SG16	238,704.00	Doctor of Dental Medicine or Dental Surgery	4 hour of relevant training	1 year of relevant experience	R.A. 1080		Rural Health Unit-Tolosa,Leyte
2	(1)Administrative Aide (Utility Worker I)	001-12	SG 1	88,284.00	Must be able to read and write	None required	None Required	None required (MC11,s.96-Cat.III)		Municipal Mayor's Office-Tolosa
3	(16) Administrative Aide(Casual)	006-109	SG 1	1,059,408.00	Must be able to read and write	None Required	None Required	-		Municipal Mayor's Office-Tolosa

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 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.

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.