

Republic of the Philippines  
Municipality of Tolosa

Office of the Municipal Mayor

**CIVIL SERVICE COMMISSION**  
Candahug, Palo, Leyte

**: 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, MD, MPH**  
Head of Agency

Date: October 30, 2020

Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
				Education	Training	Experience		
Dentist II	005-085	SG-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 Municipal Health Officer
HRMO I	001-03	SG-11	₱173,336.00	Bachelor's Degree	None Required	None Required	Career Service Professional Second Level Eligibility	Office of the Municipal Mayor
Tourism Operation Asst.	001-05	SG-7	₱132,203.00	Complete of Two Years Studies in College	None Required	None Required	Career Service Sub-profession First Level Eligibility	Office of the Municipal Mayor

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send top the address below not later than November 15, 2020.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size ID picture (CS Form NO. 212 Revised 2017 w3hich can be downloaded at [www.csc.gov.ph](http://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

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**