

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE  
Request for Publication of Vacant Positions

**RECEIVED**  
FEB 21 2020 11:51 AM  
CIVIL SERVICE COMMISSION  
LEYTE FIELD OFFICE I

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the LOCAL GOVERNMENT UNIT OF TUNGA, Leyte in the CSC website:

**CATALINA F. AGDA**  
Municipal Mayor

Date: February 19, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III, CRC)	24	6	10,038.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) Firs Level Eligibility		Office of the Municipal Civil Registrar
2	Revenue Collection Clerk I	34	5	9,437.00	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-professional) Firs Level Eligibility		Office of the Municipal Treasurer

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, 2020**.

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](http://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:

**HON. CATALINA F. AGDA**  
Municipal Mayor  
Local Government Unit of Tunga, Leyte  
[lgu\\_tunga@yahoo.com](mailto:lgu_tunga@yahoo.com)

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

Republic of the Philippines  
LOCAL GOVERNMENT UNIT OF TUNGA, LEYTE  
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the LOCAL GOVERNMENT UNIT OF TUNGA, Leyte in the CSC website:

CATALINA F. AGDA

Municipal Mayor

Date: FEBRUARY 19, 2020

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Agricultural Officer I	43	20	32,926.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Eight (8) hours of relevant training.	Two (2) years of relevant experience	Relevant RA 1080		Municipal Agriculture Office

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, 2020**.

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](http://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:

**HON. CATALINA F. AGDA**  
 Municipal Mayor  
 Local Government Unit of Tunga, Leyte  
[lgu\\_tunga@yahoo.com](mailto:lgu_tunga@yahoo.com)

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