

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: 03/06/2020

| 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. | 1 - Administrative Aide IV (Clerk II) | 35 | 4 | 8,872.00 | Completion of two (2) years studies in college | None required | None required | Career Service (Sub-professional) | | Office of the Municipal Treasurer |
| | | | | | | | | Firs Level Eligibility | | |
| 2. | 4 - Administrative Aide III (Utility Worker II) | 49, 50, 51, 52 | 3 | 8,340.00 | Must be able to read and write | None required | None required | None required | | Economic Enterprise |
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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 31, 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;
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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.