

Republic of the Philippines  
LOCAL GOVERNMENT UNIT-CAPOOCAN, LEYTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of Local government Unit-Capoocan, Leyte in the CSC website:

  
THELMA Q. LAGERA  
HRMO IV

Date: April 7, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary (PHP)	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Treasurer	VIII-1	24	62,555.00	Bachelor's degree preferably in Commerce, Public Administration or LAW	none required	3 years experience in treasury or accounting service	Basic Competency on Local Treasury Examination		Municipal Treasurer's Office
2	Administrative Aide I	XIV-6, XIII-14, XI-14	1	8,663.00	Must be able to read and write	none required	none required	none required		Municipal Agriculturist Office/Municipal Engineer's Office/Mun. Health Office
3	Nurse I	XI-3	15	24,040.00	Bachelor's degree in nursing	none required	none required	RA 1080		Municipal Health Office
4	Senior Bookkeeper	VII-4	9	14,088.00	Completion of two-year studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-professional)/First Level Eligibility		Municipal Accountant's Office
5	Project Development Officer III	V-2	18	31,619.00	Bachelor's degree relevant to the job	2 years relevant experience	8 hours of relevant training	Career Service (Professional); Appropriate Eligibility for Second Level Position		Municipal Planning and Development Office
6	Zoning Inspector I	V-5	6	11,643.00	Completion of two-year studies in college	none required	none required	Career Service (Sub-professional)/First Level Eligibility		Municipal Planning and Development 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 April 23, 2021.

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:

FE CLAIRE CAROLINO-PARAGATOS  
Municipal Mayor  
Mun. Hall Building, Pob. Zone I, Capoocan, Leyte  
[tglagera@yahoo.com.ph](mailto:tglagera@yahoo.com.ph)

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