

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 (V)

Date: July 26, 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	Mechanic II	XIII-6	6	12,150.00	High School Graduate; Completion of relevant vocational/trade school	none required	none required	Mechanic/ Relevant MC 11 s. 1996		Office of the Municipal Engineer
2	Administrative Aide I	VIII-13,VII-7	1	9,206.00	Must be able to read and write	none required	none required	none required		Office of the Municipal Accountant/Office of the Municipal Treasurer
3	Records Officer I	I-6	10	15,904.00	Bachelor's degree relevant to the job	none required	none required	Career Service (Professional) Appropriate eligibility for second level position		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 to the address below not later than August 13, 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  
[tqlagera@yahoo.com.ph](mailto:tqlagera@yahoo.com.ph)

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