

Republic of the Philippines
MUNICIPALITY OF MALITBOG
Province of Southern Leyte

Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Malitbog, Southern Leyte in the CSC website.


CAMELO D. ROY
MBO/HRMO-Designate
Date: April 13, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ADMINISTRATIVE ASSISTANT II (Accounting Clerk II)	34	SG-8	12,569.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	-	Accounting & Internal Office
2	REVENUE COLLECTION CLERK II	26	SG-7	11,804.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's Office
3	REVENUE COLLECTION CLERK I	29	SG-5	10,505.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	-	Municipal Treasurer's 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;
2. Performance rating in the **last rating period** (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:

JOSE M. GO, JR.
Municipal Mayor
LGU-Malitbog, Southern Leyte
lgumalitbog_sleyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.