

Republic of the Philippines  
(Name of Agency)  
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 LOCAL GOVERNMENT UNIT OF MATAG-OB, LEYTE in the CSC website:



**EMERENCIANA L. TABON**  
HRMO/Admin. Officer-Designate

Date: May 17, 2021

No.	Position Title <b>(Parenthetical Title, if applicable)</b>	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE AIDE III (Utility Worker II)	1-e	SG -3	9,764.00	Elementary School Graduate	None Required	None Required	None Required		LGU, Matag-ob, Leyte
2	ADMINISTRATIVE AIDE III (Utility Worker II)	1-e-2	SG -3	9,764.00	Elementary School Graduate	None Required	None Required	None Required		LGU, Matag-ob, Leyte

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 **June 02, 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 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:

**MICHAEL L. TORREVILLAS**

Municipal Mayor

LGU-Matag-ob, San Guillermo, Matag-ob, Leyte

[matagoblgu@gmail.com](mailto:matagoblgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.