

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: October 7, 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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD 1 (Municipal Planning Development Coordinator I)	4	24	P 63, 806.00	Bachelor's degree preferably in Urban Planning Development Studies, Economics, Public Administration or any related course	none required	three (3) years experience in government planning or any related field	RA 1080		Municipal Planning Development and Coordinator 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 **October 22, 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:

MICHAEL L. TORREVILLAS
Municipal Mayor
LGU-Matag-ob, San Guillermo, Matag-ob, Leyte
matagoblg@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.