

Republic of the Philippines  
LOCAL GOVERNMENT UNIT  
MATALOM, 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 Local Government Unit, Matalom, Leyte in the CSC website

CARIDAD V. SALADO  
HRMO

Date: April 12, 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	
1	Senior Tourism Operations Officer	100	18	P 33,727.00	Bachelor's Degree	9 hours of relevant training	2 years of relevant experience	Career Service Professional, Second Level Eligibility	Municipal Tourism Office, LGU, Matalom, Leyte
2	Environmental Management Specialist II	101	15	P25,642.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional, Second Level Eligibility	Municipal Environmental and Natural Resources Office, LGU, Matalom, Leyte
3									
4									
5									

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 28, 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:

**HON. ERIC S. PAJULLIO**  
Municipal Mayor  
LGU - Matalom, Leyte  
053 569 9077

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.