

Republic of the Philippines
MUNICIPALITY OF MATALOM
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 - MATALOM, LEYTE in the CSC website:

CARIDAD V. SALADO
HRMO

Date: August 18, 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	Municipal Government Department Head I (Municipal Administrator I)	102	24	P 69,394.00	Bachelor's Degree preferable in Public Administration, Law, or any related course	None Required	3 years experience in Management and Administration Work	First Grade or its equivalent	Office of the Municipal Administrator
1	Administrative Aide I (Utility Worker I)	103, 104, 105, 106, 107	1	P 9,627.00	Must be able to read and write	None Required	None Required	None Required (MC. 11, s. 1996 - Cat. III, as	Office of the Municipal Mayor
	"nothing follow"								

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 September 2, 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:

Caridad V. Salado

HRMO III

Matalom, Leyte

carriesalado@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.