



Republic of the Philippines  
Municipality of Pastrana  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-Pastrana in the CSC website:

MARITESS CAYACO-MARCOS

(Head of Agency)

Date: January 12, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Aide I(Utility Worker I)	7 page 1 of 6 pages	1-1	P8,086	Must be able to read & write	None required	None required	None required (MC 11, s. 1996 CAT. III)		Mayor's Office, Pastrana, Leyte
2	Admin. Aide I(Utility Worker I)	14 page 1 of 6 pages	1-1	P8,086	Must be able to read & write	None required	None required	None required (MC 11, s. 1996 CAT. III)		Mayor's Office, Pastrana, Leyte
3	Admin. Aide III(Driver I)	24 page 2 of 6 pages	3-1	P9,113	Elementary School graduate	None required	None required	Driver's License(MC 11, s. 96-CAT. II)		Mayor's Office, Pastrana, Leyte
4	Licensing Officer II	56 page 5 of 6 pages	15-1	P22,437	Bachelor's degree	4 hrs. of relevant training	1 year relevant experience	Career Service (Professional) Second Level Eligibility		Municipal Treasurers Office, Pastrana, Leyte
5	Sanitation Inspector I	65 page 5 of 6 pages	6-1	P15,524	Completion of two (2) yrs. studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Municipal Health Office, Pastrana, Leyte
6	Municipal Government Department Head I(Municipal Planning & Development Coordinator)	41 page 3 of 6 pages	24-1	P59,552	Bachelor's degree preferably in Urban Planning Development studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or any related field	RA 1080 (Environmental Planner)		Mun. Planning & Development Office, Pastrana, Leyte
7	Municipal Government Department Head I(Municipal Accountant))	47 page 4 of 6 pages	24-1	P59,552	Bachelor's degree in Commerce, Major in Accounting	None required	3 years experience in Treasury or Accounting Services	RA 1080		Mun. Accountant's Office, Pastrana, Leyte

8	Municipal Government Department Head (Municipal Agriculturist)	73 page 6 of 6 pages	24-1	P59,552	Bachelor's degree in Agriculture or other allied courses such Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	3 years acquired experience in agriculture or in a related field	Relevant R. A. 1080	Municipal Agriculture's Office, Pastrana, Leyte
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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 January 27, 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 present position for one (1) year (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:

MARITESS CAYACO-MARCOS  
Municipal Mayor  
Barangay District IV, Pastrana, Leyte  
[lgu\\_pastrana\\_leyte@yahoo.com](mailto:lgu_pastrana_leyte@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**