



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: March 22, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	Revenue Collection Clerk II	52 & 54 page 4 of 6 pages	7-1	P11,521	Completion of two (2) years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Municipal Treasurer's Office, Pastrana, Leyte
2									
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 6, 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 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
jgu_pastrana_leyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.