

Republic of the Philippines
(Municipality of Tanauan, Leyte)
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of (Municipality of Tanauan, Leyte) in the CSC website:


MAYOR PELAGIO R. TECSON JR.
(Head of Agency)

Date: April 7, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	MGDH I (Municipal Civil Registrar)	601-97	24	867,756.00	Bachelor's Degree	Four (4) Hours Relevant Training	Three (3) Years Experience in Civil Registry Work	Career Service (Professional) Second Level Eligibility		Municipal Civil Registrar's Office
2	MGDH I (LDRRM Officer V)	1201-20	24	867,756.00	Master's Degree	4 years in position involving mangement and supervision, 1 year of which is relevant to DRRM	24 hours of training in management and supervision on DRRM	Career Service (Professional) Second Level Eligibility		Municipal Disaster Risk Reduction Management Office
3	Market Supervisor III	033-20	18	430,020.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		Market Office
4	Market Supervisor II	004-99	14	298,620.00	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Market Office
5	Project Development Assistant	502-97	8	178,548.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Planning & Development Coordinator Office
6	Human Resource Management Officer III	032-20	18	430,020.00	Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility		HR Office
7	Human Resource Management Officer I	003-97	11	227,628.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		HR Office
8	Cashier I	302-97	10	206,232.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Municipal Treasurer's Office
9	Information Officer I	005-99	11	227,628.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Mayor's Office
10	Environmental Management Specialist II	1301-20	15	326,940.00	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility		Municipal Environment & Natural Resources Office
11	Agricultural Technologist	1110-97	10	206,232.00	Bachelor's Degree relevant to the job	None Required	None Required	R.A. 1080		Municipal Agriculture's Office

12	Revenue Collection Clerk III	315-01	9	191,592.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Treasurer's Office
13	Clerk III	203-97	6	158,340.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Municipal Budget Office
14	Clerk I	313-97	3	132,792.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Municipal Treasurer's Office
15	Engineering Assistant	703-97	8	178,548.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Engineering Office
16	Daycare Worker II	904-97	8	178,548.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Social Welfare & Development Office
17	Social Welfare Aide	909-99	4	140,832.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat III)		Municipal Social Welfare & Development Office
18	Sanitation Inspector II	1011-97	8	178,548.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Health Office
19	Bookkeeper I	403-97	8	178,548.00	Completion of two years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Sub-Professional) First Level Eligibility		Municipal Accounting Office
20	Revenue Collection Clerk I	312-97	5	149,340.00	Completion of two years studies in college	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		Municipal Treasurer's Office
21	Driver I	012-97	3	132,792.00	Completion of two years studies in college	None Required	None Required	Driver's License (MC 11, s.96 - Cat III)		GS- MO
22	Ticket Checker	014-97	3	132,792.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat III)		Market Office
23	4 Utility Workers	021-97	1	117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat III)		Market Office
24		028-97								GS- MO
25		030-97								Cemetery
26		031-97								Cemetery
27	Clerk I	Casual	3	132,792.00	Completion of two years studies in college	None Required	None Required	None Required (MC 11, s.96 - Cat III)		Market Office
28	2 Administrative Aide I	Casual	1	117,816.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat III)		MSWD
29										Market 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 April 22, 2021.

1. Application Letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 201) which can be downloaded at www.csc.gov.ph;
3. Performance rating in the present position for one (1) year (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.
6. Other Documents: (NBI Clearance; Medical Certificate; Performance Rating, if any; COE, if any; Live Birth; Marriage Contract, if married; etc.)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

PELAGIO R. TECSON JR.

Municipal Mayor

Municipal Hall 888 Real Street Tanauan, Leyte.

tecsonpel@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.