

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:

June 14, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Planning Officer III	506-20	18	430,020.00	Bachelor's degree relevant to the job	Two (2) years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	MPDC OFFICE
2	Local Legislative Staff Officer IV	122-20	19	477,264.00	Bachelor's degree relevant to the job	Two (2) years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility	SB OFFICE
3	Agricultural Technologist	1110-97	10	206,232.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine.	None Required	None Required	R.A. 1080	MAO
4	Stenographer I	123-20	4	140,832.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	SB OFFICE
5	2 Driver II	Casual	4	140,832.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s.96 - Cat II)	ENRO-MO
6	25 Clerk I	Casual	3	132,792.00	Completion of two years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	GS-MO, SB, MHO, MPDC, MAO, MARKET, MTO, MSWDO, SLAUGHTERHOUSE
7	5 Driver I	Casual	3	132,792.00	Elementary School Graduate	None Required	None Required	Driver's License (MC 11, s.96 - Cat II)	GS-MO, SB, MHO
8	25 Administrative Aide I (Utility Worker I)	Casual	1	117,816.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s.96 - Cat III)	GS-MO, SB, MHO, MPDC, MAO, MARKET, MTO, MSWDO, SLAUGHTERHOUSE

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 June 30, 2021.

1. 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated Copy of Transcript of Records.
5. 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](mailto:tecsonpel@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.