

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:

HON. RONALD E. FLORES

Municipal Vice-Mayor

Date:

August 25, 2021

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards				Place of Assignment
					Education	Experience	Training	Eligibility	
1	Board Secretary I	112-99	14	298,620.00	Bachelor's degree	One (1) year of relevant experience	4 hours of relevant training	Career Service (Professional) Second Level Eligibility	SB 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 September 15, 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. Work Experience Sheet with Performance rating in the present position for one (1) year (if applicable);
4. Authenticated copy of certificate of eligibility/rating/license
5. Authenticated Copy of Transcript of Records, Diploma
6. Certificates of Training/s
7. Other Documents: *(Brgy. Clearance, Police Clearance, Court Clearance, NBI Clearance; Medical Certificate with attachment; COE, if any; Live Birth; Marriage Contract, if married; etc.)*

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


HON. RONALD E. FLORES

Municipal Vice-Mayor

Municipal Hall 888 Real Street Tanauan, Leyte.

reflores_2010@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.