

Republic of the Philippines
Municipality of Tolosa

Office of the Municipal Mayor

Vacant Positions

on of the following vacant positions in the Local Government Unit of Tolosa, Leyte in the CSC Website.



MARIA OFELIA O. ALCANTARA, MD. MPH

Head of Agency

Date January 5, 2021

Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Under II	001--020	SG4	115,980.00	Elem. School Graduate	None Required	None Required	None Required (MC 11,s.96-cat.III)	Computer literate	Office of the Municipal Mayor
Administrative (I)	003-060 004-074	SG-1	₱97,03200	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-cat.III)	Computer literate	Office of the MPDO/MBO
Planning Officer I	003-057	SG-11	₱187,452.00	Bachelor's Degree	None Required	None Required	Career Service - Profession Second Level Eligibility	Computer literate	Office of the MPDC

Applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 15, 2020.

Personal Data Sheet (PDS) with recent passport-size ID picture (CS Form NO. 212 Revised 2017 which can be downloaded at www.csc.gov.ph);

Statement of the present position for one (1) year (if applicable)

Statement of eligibility/rating/license; and

Statement of Records

Applicants are required to hand in or send through courier/email their application to:

MARIA OFELIA O. ALCANTARA, MD. MPH

Municipal Mayor

Municipal Hall, Local Government Unit