

Republic of the Philippines
Municipality of Tolosa


Office of the Municipal Mayor

CIVIL SERVICE COMMISSION
Candahug, Palo, Leyte

: Request for Publication of Vacant Positions

This is to request the publication of the following vacant positions in the Local Government Unit of Tolosa, Leyte in the CSC Website.

Thank you and more power.


MARIA OFELIA O. ALCANTARA, MD. MPH
Head of Agency

Date January 5, 2021

	Position Title	Plantilla Item No.	Salary/Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
(1)	Bookbinder II	001--020	SG4	115,980.00	Elementary School Graduate	None Required	None Required	None Required (MC 11,s.96-cat.III)	Computer literate	Office of the Municipal Mayor
(2)	Administrative Aide I (Utility Worker I)	003-060	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
		004-074								
(1)	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

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send top the address below not later than January 15, 2021.

1. Application letter
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-size ID picture (CS Form NO. 212 Revised 2017 w3hich can be downloaded at www.csc.gov.ph);
3. Performance rating in the present position for one (1) year (if applicable)
4. Photocopy of certificates of eligibility/rating/license; and
5. Photocopy of Transcript of Records

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

MARIA OFELIA O. ALCANTARA, MD, MPH
Municipal Mayor
Municipal Hall, Local Government Unit
Tolosa, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.