

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.

MPH


MARIA OFELIA O. ALCANTARA, MD.

Head of Agency

Date March 11, 2022

Position Title	Plantilla Item No.	Salary/Job/Pay Grade	Annual Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
(1) Municipal Government Department Head I (Municipal Planning & Development Coordinator I)	003-055	SG 24	₱728,628.00	Bachelor's Degree preferably in Urban Planning Development Studies, Economics, Public Administration or any related course.	None Required	3 years experience in development planning or any related field	RA 1080 (Environmental Planner)		Municipal Planning & Development Office
(1) Revenue Collection Clerk III	003-046	SG-9	₱164,580.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Treasurer

The CSC encourages all interested and qualified applicants including persons with disability (PWD) and members of the indigenous communities irrespective of sexual orientation and gender identity to apply. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application and send to the address below not later than March 26, 2022.

1. Application letter
2. Fully accomplished 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);
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

Additional requirements for Municipal Planning & Development Coordinator:

1. A citizen of the Philippines;
2. A resident of the Local Government Unit concerned;
3. Of good moral character.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.