

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 November 25, 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)	Municipal Department Head I (Municipal Planning & Development Coordinator I)	003-060	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	First grade or its equivalent	Computer literate	Municipal Planning & Development Office
(1)	Revenue Collection Clerk III	003-051	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	Computer literate	Office of the Treasurer

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 November 15, 2020.

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.