

Republic of the Philippines
Local Government Unit of Tunga
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Local Government Unit of Tunga in the CSC website:


ODINAH C. MAJAM
HRMO

Date: August 3, 2021

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
				Education	Training	Experience	Eligibility		
Administrative Aide IV (Budgeting Aide)	26	4	8872	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Budget Officer, LGU - Tunga, Leyte
Administrative Aide IV (Accounting Clerk I)	29	4	8872	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Accountant, LGU - Tunga, Leyte

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 August 20, 2021.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

ODINAH C. MAJAM
HRMO I
LGU - Tunga, Leyte
lgu_tunga@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERAINED.