

Republic of the Philippines  
**MGO TABONTABON, LEYTE**  
Request for Publication of Vacant Positions

**To: CIVIL SERVICE COMMISSION (CSC)**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO TABONTABON, LEYTE in the CSC website:

  
**EFREN D. REDOÑA**  
Municipal Mayor

Date: August 15, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Assessor)	29	24	60, 719	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any Related Course	None Required	3 years experience in Real Property Assessment work or in any related field	RA 1080 (Real Estate Service)	N/A	LGU-Tabontabon
2	Agricultural Technician II	52	8	12, 776	Completion of 2 years studies in college	4 Hours of Relevant Training	1 Year of Relevant Experience	Career Service First Level Eligibility	N/A	LGU-Tabontabon

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 30, 2023.

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](http://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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position without discrimination regardless of age, gender, civil status, PWD, religion, ethnicity, political affiliation to include members of the indigeneous communities and those with diverse sexual orientation, gender identity and expression.

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

**EFREN D. REDOÑA**  
Municipal Mayor  
LGU-Tabontabon, Leyte  
[lgutabontabon2019@yahoo.com](mailto:lgutabontabon2019@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**