

Electronic copy to be submitted to the
CSC FO must be in MS Excel format

Republic of the Philippines
MGO INOPACAN, 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 INOPACAN, LEYTE in the CSC website:


RICARDO ERIC S. PROJO

HRMO

Date: 19-Mar-24

No	Position Title (Parenthetical Title, if applicable)	Plantilla a 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 Treasurer)	4.1	24	67,559.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 years of experience in treasury or accounting service	Career Service Professional/ Second level eligibility	Not Applicable	Municipal Treasurer's Office
2										
3										
4										
5										
6										
7										
8										
9										
10										

Resident of
the Local
Government
unit and of
good moral
character

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 April 5, 2024.

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.
5. This Agency highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

RICARDO ERIC S. PROJO

Personnel Officer

Municipal Building, Poblacion, Inopacan, Leyte

cire214@ymail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.