

Republic of the Philippines  
**MGO BARUGO, 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 BARUGO, LEYTE in the CSC website:

  
**JUANA JENNAH T. DELA PEÑA**  
HRMO

Date: May 25, 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	
1	Administrative Aide III (Utility Worker II-A)	2006-006	3	11009	Must be able to read and write	None Required	None Required	None Required	Sanggunian Bayan Office
2									
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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 June 9, 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 opportunity to all men and women at all levels position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include member of 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:

**JUANA JENNAH T. DELA PEÑA**  
Municipal Budget Officer/HRMO - Designate  
Municipal Hall, Poblacion District I Burgos Street, Barugo, Leyte  
[jeu.barugo@yahoo.com](mailto:jeu.barugo@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.