

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

Date: September 28, 2023


ALLAN P. CHAVERO
HRMO

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	Administrative Aide I (Utility Worker I)	010	1	10,400.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96-Cat. III)	N/A	Office of the Mayor		
2	Administrative Aide III (Clerk I)	011-B	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Office of the Mayor		
3	Administrative Aide III (Clerk I)	011-H	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Office of the Mayor		
4	Administrative Aide III (Clerk I)	011-J	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Office of the Mayor		
5	Administrative Aide III (Clerk I)	011-K	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Office of the Mayor		
6	Administrative Aide III (Clerk I)	011-L	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Office of the Mayor		
7	Assessment Clerk I	059	4	12,469.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Municipal Assessor's Office		
8	Assessment Clerk I	062	4	12,469.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessiona) First Level Eligibility	N/A	Municipal Assessor's Office		
	X-X-X Nothing Follows x-x-x											

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 October 16, 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.
 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.
- This office 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:

ALLAN P. CHAVERO

Human Resource Management Officer I

LGU-Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.