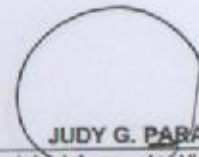


Republic of the Philippines  
**MGO JARO, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



**JUDY G. PARADO, CPA**  
Municipal Accountant/HRMO- Designate

Date: April 8, 2024

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 Assistant Department Head I (Assistant Municipal Assessor)	MASSO-2	22	₱57,209.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any related course	None required	1 year experience in real property assessment work or in any related field	RA 1080 (Real Estate Appraiser)	N/A	Municipal Assessor Office
2	Assistant Municipal Treasurer	MTO-2	22	₱57,209.00	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 years experience in the treasury or accounting service	First grade Civil Service Eligibility or its equivalent	N/A	Municipal Treasurer Office
xxxxxx Nothing Follows xxxxxxxx										

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 23, 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](http://www.csc.gov.ph);

2. Performance rating **in the last rating period (if applicable)**;

3. Photocopy of certificate of eligibility/rating/license

4. Photocopy of Transcript of Records.

5. Photocopy of Certificate of Trainings for the last five (5) years

6. Service Record or Certificate of Employment; and

7. The Agency highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regarding to 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:

**JUDY G. PARADO, CPA**

Municipal Accountant/HRMO-Designate

Cor. Real and Del Carmen Sts. Jaro, Leyte

[hrigujaro@gmail.com](mailto:hrigujaro@gmail.com)

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