


Republic of the Philippines  
MGO SAN RICARDO, SOUTHERN 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 San Ricardo, Southern Leyte in the CSC website:

  
 LIZA MAY A. MALASAGA  
 HRMO/HRMA- Designate  
 Date: 05/15/2024

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	Day Care Worker I	41	6	12,287.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of the Municipal Social Welfare and Development Officer-LGU-San Ricardo, Southern Leyte
2	Revenue Collection Clerk I	31	5	11,580.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Treasurer-LGU-San Ricardo, Southern Leyte
3					***Nothing Follows***					
4										
5										
6										

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 March 31, 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; and
4. Photocopy of Transcript of Records.
5. This Office highly encourages all interested and qualified and promoted 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 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:

**LIZA MAY A. MALASAGA**  
 InCharge in all HR Matters  
 Local Government Unit-San Ricardo, So. Leyte  
[lizamayamalasaga@gmail.com](mailto:lizamayamalasaga@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.