

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


RAIMON P. BARANDA
MGRMO III

Date: 11-Apr-24

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Draftsman I	503-97	6	14,920.00	Completion of 2 years of studies in college; or High School Graduate with relevant vocational/trade course (prior to 2018); or Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track or Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	None Required	None Required	Career Service Subprofessional/ First Level Eligibility/Draftsman (for incumbent to the position as of 16 April 2013) Draftsman (CSC MC 11, s. 1996, as amended*** - Cat. II) (for new hire as of 16 April 2013)	MPDC Office

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 26, 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. Authenticated certificate of eligibility/rating/license (PRC); and
4. Position Description Form

5. 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 gender, civil status, religion, ethnicity, political affiliation to includemembers 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:

HON. MA. GINA E. MERILO
Municipal Mayor
Municipal Hall 888 Real Street Tanauan, Leyte
Mayorginamerilo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.