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must be in MS Excel format

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

Date: 05/02/2024

CIPRIANO REX A CARABALLA III
OIC-HRMO

No.	Position 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	Mun. Gov't. Dept. Head I (Municipal Budget Officer)	67	24	P76,566.00	Bachelor's degree preferably in Accounting, Economics, Public Administration, or any related course	None	3 years experience in government budgeting or any related field	First Grade or its equivalent	N/A	Municipal Budget Office	
2	Administrative Officer II (Management and Audit Analyst I)	26	11	P22,950.00	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Accounting Office	
3	Administrative Assistant III (Senior Bookkeeper)	18	9	P18,029.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accounting Office	
4	Revenue Collection Clerk II	23	7	P15,827.00	Completion of two-year studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Treasurer's Office	
5	Administrative Aide VI (Accounting Clerk II)	00-95	6	P14,920.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Accounting 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 **May 17, 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. 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 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:

CIPRIANO REX A CARABALLA III
OIC-HRMO
Real Street, Alangalang, Leyte
officehrmo2020@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.