

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

MA. JACKELYN D. CERILLO
 HRMO

Date: May 6, 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 Department Head I (Municipal Assessor)	1	24	81,070.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None required preferably with relevant training(s)	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)	N/A	Municipal Assessor's Office must be a resident of Isabel, Leyte
2	Social Welfare Assistant	3	8	17,770.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	CS Subprofessional/ First Level Eligibility	N/A	Mun. Social Welfare and Development 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 22, 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. The 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:

ATTY. EDGARDO C. CORDEÑO

Municipal Mayor

Local Government Unit, Isabel, Leyte

dccords@yahoo.com/hrm_lgu isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.