

Republic of the Philippines  
**MGO MAYORGA, 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 MAYORGA, LEYTE in the CSC website:

  
**NENETTE S. PESTILOS**  
SAO (HRMO IV)

Date:

February 05, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency applicable (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Administrative Assistant I (Bookbinder III)	43	7	13,034.00	Elementary School Graduate	None Required	None Required	None Required (MC 11, s.96-CAT. III)	Office of the Municipal Engineer
2	Administrative Officer IV (Management & Audit Analyst II)	64-A	15	25,633.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Office of the Municipal Accountant

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 February 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](http://www.csc.gov.ph);
2. Performance rating in the present position for one (1) year (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, Persons with Disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.**

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**NENETTE S. PESTILOS**  
SAO (HRMO IV)  
LGU Mayorga, Leyte  
[lgumayorga2019@gmail.com](mailto:lgumayorga2019@gmail.com)

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