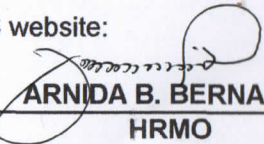


Republic of the Philippines  
Municipality Of Sogod  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Municipality of Sogod in the CSC website:

  
**ARNIDA B. BERNALES**  
HRMO

Date: October 21, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assig
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Data Controller III	39	11	17,152.00	Completion of two years studies in College or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service(Subprofessional) Data Encoder (MC II,s.96-Cat.I) First Level Eligibility	N/A	Office of the Mu Budget
2	MGDH1 (Municipal Accountant 1)	40	24	62,304.00	Bachelor's Degree in Commerce/ Business Administration Major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080	N/A	Office of the Mu 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 \_\_\_\_\_

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.

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

**ARNIDA B. BERNALES**  
HRMO-Designate  
Zone-I, Sogod, Southern Leyte  
[sogodleytelgu@gmail.com](mailto:sogodleytelgu@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.