

Republic of the Philippines
MGO VILLABA, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the MGO VILLABA, LEYTE in the CSC website:

Date:

March 15, 2024


TEDDY L. NAPOR
HRMO


| 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 Environmental and Natural Resources Officer) | 137 | 24 | 72,062.00 | Bachelor's Degree in Environment, Forestry, Ag riculture or any related course | None required | 3 years experience in environmental and natural resources management, conservation and utilization | Civil Service Professional/Second Level Eligibility) | N/A | Municipal Environmental and Natural Resources 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 02, 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.

"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 experience (SOGIE)".

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

ENGR. CARLOS G. VELOSO
Municipal Mayor
LGU-VILLABA, LEYTE

carlosgveloso5556@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.