

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

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

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

MGO
MARIA MARLY A. TISADO
HRMO - Designate

Date: July 24, 2023

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	Administrative Officer III (Cashier II)	3	14	29,089.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	None	Municipal Treasurer's Office	
2	Day Care Worker I	7	6	15,189.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. II)	None	Municipal Social Welfare and Development Office	
3	Administrative Aide IV (Clerk II)	10	4	13,494.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	None	Office of the Municipal Mayor	
4	Administrative Aide III (Utility Worker II)	5	3	12,713.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III)	None	Human Resource Management Office	
5	Administrative Aide I (Utility Worker I)	7	1	11,265.00	Must be able to read and write	None required	None required	None required (MC 11, s. 95 - Cat. III)	None	Sangguniang Bayan (Secretary to the Sangguniang Bayan)	

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 August 8, 2023.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CSC 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

MARIA MARLY A. TISADO
HRMO - Designate
LGU Abuyog
bolohmga@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.