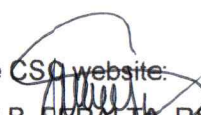


Republic of the Philippines  
**MGO ALANGALANG, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
LIZER B. PERALTA, RSW  
OIC-HRMO

Date: 01/04/2022

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	Mun. Gov't. Dept. Head I (Municipal Budget Officer)	67	24	P73,731.00	Bachelor's Degree preferably in Accounting, Economic, Public Administration or any related course	None	3 years experience in Budgeting or any related field	First Grade or its equivalent	N/A	Municipal Budget Office
2	Mun. Gov't. Dept. Head I (General Services Officer)	2003-34	24	P73,731.00	Bachelor's Degree	4 hours training required in management and supervision	3 years in relevant experience involving management and supervision	Career Service Professional (Second Level Eligibility)	N/A	General Services Office
3	Administrative Aide III (Clerk I)	2003-26	3	P11,536.00	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Relevant MC 11 s. 1996 Career Service (Sub-Professional/First Level Eligibility)	N/A	Municipal Budget Office
xxxxxxxxxxxxxxxxnothing followsxxxxxxxxxxxxxxxx										

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 **January 21, 2022**.

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:

**LIZER B. PERALTA, RSW**  
OIC-HRMO  
Real Street, Alangalang, Leyte  
[officehrmo2020@gmail.com](mailto:officehrmo2020@gmail.com)

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