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must be in MS Excel format

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:

CIPRIANO REXA CARABALLA III
OIC-HRMO

Date: 12/29/2023

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	Disability Affairs Assistant	2023-13	8	Php16,782.00	Completion of 2 years in college	4 hours of relevant training	1 year of relevant experience on disability affairs	CS Sub-Prof./First Level Eligibility	N/A	PDAO
2	Administrative Aide III	2023-10	3	Php12,476.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013 - Category III)	N/A	MDRRMO
3	Administrative Aide III (Laborer)	2002-14	3	Php12,476.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013 - Category III)	N/A	GSO
4	Administrative Aide III	2002-04	3	Php12,476.00	Must be able to read and write/Elementary School Graduate	None required	None required	None required (MC No. 10, s. 2013 - Category III)	N/A	MPPDO

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 12, 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.
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:

CIPRIANO REXA CARABALLA III
OIC-HRMO
Real Street, Alangalang, Leyte
officehrmo2020@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.