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

Republic of the Philippines
MGO ANAHAWAN, SOUTHERN 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 ANAHAWAN, SOUTHERN LEYTE in the CSC website:

VIRGINIA N. MALAZARTE
HRMO

Date: February 7, 2024

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	Midwife III	40	13	31,320	Completion of Midwifery Course	8 hours of relevant training	2 years of relevant experience	RA 1080		MHO

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 February 22, 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 opportunity to all men at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), ethnicity, religion, 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:

VIRGINIA N. MALAZARTE
HRMO Designate
LGU Anahawan, Southern Leyte
anahawanhrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

agency_name	place_of_assignment	position_title	plantilla_item_no	salary_grade

annual_salary	eligibility	education	training	experience	competency	instructions	posting_da

closing_date

Important things to remember before accomplishing the form:

1. Rows 1 to 17 of the Sheet1 must remain intact and NO row insertions are allowed.
2. Do not rename the label of the sheet tabs ("Sheet1", "Sheet2", and "Instructions").
3. Do not delete any of the sheets.
4. Do not delete the first row of Sheet2. This will serve as the column headers of the data.
5. Do not make changes in the column headers of Sheet2.
6. Do not remove the "Generate Sheet2" command button in Sheet1.   This will be used in capturing the data from Sheet1 to Sheet2. The command button is not printable.
7. You may insert as many rows as required from row 18 to list down all the job vacancies. But, make sure that an empty row is in-between the last item of the list and the row containing the "Interested…" statement.
8. The statement following the list of the job vacancies, which contains the words "not later than…" must strictly follow this format: "Interested… not later than <space> <closing date> (e.g. December 29, 2019)". Space in-between the words "not later than" and the closing date is very much critical. Closing date must be in this pattern: Month DD, YYYY
9. Merged cells should NOT be unmerged.
10. Do not enter multiple positions in one (1) row. Each row corresponds to ONLY one position.
11. For the Salary Grade, please do not include the acronym "SG", enter the SG number ONLY.
12. For the Monthly Salary, do not put any characters other than numbers (e.g. peso sign and comma).

How to accomplish the form:

1. In row 4, select the name of the agency from the dropdown list. The name of the agency that you selected is automatically inserted in row 9. Thus, NO need to make changes in row 9.
2. Fill in the "HRMO" in row 11 and the "Date" of request in row 14.
3. From row 18, enter the list of job vacancies following the column headers. One position per row.
4. Make necessary changes in the closing date. It is found in the statement containing the "Interested…" and "not later than" words. Please take note of the No. 8 reminder above.
    - 1st row: name of the designated person to whom the documents must be sent;
6. Insert rows for the list of job vacancies, if needed. Delete unused rows in the list.

After accomplishing the form:

command button. This will execute the VBA code that will generate the data to be uploaded in the CSC captured. Having Sheet2 as the active sheet, save the file as a CSV file (Comma Delimited). This CSC