


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:


KRISTYN T. CAMPADO
HRMO - Designate

Date: September 7, 2021

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	Revenue Collection Clerk I	32	5	10249	completion of two years studies in college	none required	none required	Career Service (Subprofessional), First Level Eligibility		Municipal Treasurer's Office
2	Local Disaster Risk Reduction Management Officer II	8	15	22437	Bachelor's Degree	1 year of relevant experience on DRRM	4 hours of relevant training on DRRM	Career Service (Professional), Second Level Eligibility		Municipal Mayor's Office
3	Administrative Officer II (HRMO II)	2-A	15	22437	Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	Career Service (Professional), Second Level Eligibility		Municipal Mayor's 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 September 22, 2021.

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.

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

KRISTYN T. CAMPADO
HRMO - Designate
Poblacion, Anahawan Southern Leyte
lguanahawan1930@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.