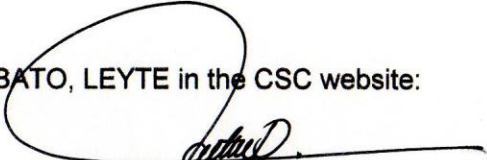


Republic of the Philippines  
**MGO BATO, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
**MARIA JASTENE P. PAVO**  
Admin. Officer II (HRMO I)

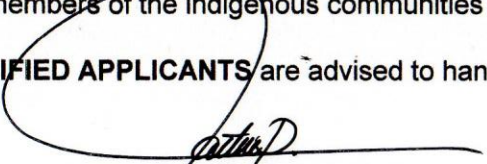
Date: April 03, 2024

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	Municipal Government Assistant Department Head I	40A	22	53,633	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Municipal Budget Office
--- nothing follows ---										

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 April 18, 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](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.
5. This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at level 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 JASTENE P. PAVO**  
Admin. Officer II (HRMO I)  
LGU-Bato, J. Luna Street, Bato, Leyte  
[mariajastene@gmail.com](mailto:mariajastene@gmail.com)

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