


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: June 21, 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	Construction and Maintenance Foreman	29	8	14,249	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 96 - Cat. III)	NA	Municipal Planning and Development Office
2	Administrative Aide I (Laborer I)	108	1	9,388	Must be able to read and write	None required	None required	None required (MC 11, s.96 - Cat. III)	NA	Municipal Hall, Bato, Leyte

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 July 06, 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.
5. The Local Government Unit of Bato encourages all interested and qualified applicants and promotes equal opportunity to all, including Persons With Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender to apply.

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

**MARIA JASTENE P. PAVO**  
AO 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.**