

Republic of the Philippines
MGO BURAUEN, 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 BURAUEN, LEYTE in the CSC website:


KATHLEEN M. SETOSTA
HRMO

Date: 01/11/2022

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	Senior Administrative Assistant III (Private Secretary II)	4	15	30218	Completion of 2 years in College	None Required	None Required	None Required	NA	LGU- Burauen
2	Municipal Government Department Head I (Municipal Social Welfare Development Officer)	93	24	78068	Bachelor's degree in Social Work or Bachelor's Degree preferably in Sociology or any related course	None Required	3 years of experience in the practice of Social Work	RA 1080, as amended, (Social Work)	NA	LGU- Burauen
3	Draftsman II	60	8	16426	Completion of two years studies in College or High School Graduate with relevant/trade course	4 hours of relevant training	1 year of relevant experience	Draftsman (CSC MC 11, s.1996, as amended by CSC MC 10, s. 2013- Cat II)	NA	LGU- Burauen
4	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**	**nothing follows**
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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 27, 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;
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:

KATHLEEN M. SETOSTA
Administrative Officer IV
LGU- Burauen Sto. Niño St. Burauen, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.