

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: February 23, 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	Tourism Operations Officer I	6-C	11	21489	Bachelor's Degree in Tourism, Business, Law, Economics, Marketing, Public Administration, or other related fields	None required	1 year of relevant experience	Career Service Sub-Professional/ First Level Eligibility	NA	LGU Burauen

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 March 15, 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

kathleensetosta21@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.