

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: 07/14/2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Aide IV (Accounting Clerk I)	41	4	13494	Completion of two years in College	None Required	None Required	Career Service (Subprofessional) First Level Eligibility)	NA	LGU Burauen	
2	Administrative Aide I (Laborer I)	105	1	11265	Must be able to read and write	None Required	None Required	None required	NA	LGU Burauen	
3	Administrative Aide III (Utility Worker II)	81	3	11265	Must be able to read and write	None Required	None Required	None required	NA	LGU Burauen	
4	Administrative Assistant (Clerk IV)	40-a	8	17098	Completion of 2 years studies	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) 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 July 29, 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.
5. The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of positions without discrimination regardless age, gender, civil status, person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

KATHLEEN M. SETOSTA
Administrative Officer IV
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APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.