

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: 03/03/2022

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	Attorney IV	1-a	23	69216	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	NA	LGU Burauen
2	Licensing Officer I	6-b	11	21489	Bachelor' s Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
3	Local Treasury Operations Officer III	42-a	18	39313	Bachelor' s Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
4	Farm Superintendent III	98-a	18	39313	Bachelor' s Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	NA	LGU Burauen
5	Social Welfare Officer I	27-a	11	21489	Bachelor' s Degree in Social Work	None Required	None Required	RA 1060 (Social Worker)	NA	LGU Burauen
6	Assistant Statistician	31-a	9	17634	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	NA	LGU Burauen
7	Assessment Clerk I	58	4	12960	Completion of 2 years in College	None Required	None Required	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 18, 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.

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](mailto:kathleensetosta21@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.