

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	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	139	24	78068	Bachelor's Degree preferably in environment, forestry, agriculture or any related course	None Required	3 years experience in environmental and natural resources management	First grade Civil Service Eligible or its equivalent	NA	LGU Burauen
2	Municipal Government Department Head I (General Services Officer)	138	24	78068	Bachelor's Degree in Public Administration, Business Administration	None Required	3 years experience in general services, including management of supply,	First grade Civil Service Eligible or its equivalent	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;
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.

REMARKS:

Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	Must be a citizen of the Philippines, a resident of the local government unit, of good moral character.
Municipal Government Department Head I (General Services Officer)	Must be a citizen of the Philippines, a resident of the local government unit, of good moral character.

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.