

Republic of the Philippines  
**MGO Calubian, Leyte**  
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO CALUBIAN, LEYTE in the CSC website:

**JAN ABRAHAM S. GARRIDO**

*(Signature)*  
HRMO

Date: February 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			
1	Municipal Government Department Head I (Local Civil Registrar)	28	24	66,307.50	Bachelor's Degree	None	3 Years' experience in Civil Registry Works	Career Service (Professional) Second level Eligibility	NONE	Municipal Civil Registrar's Office

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 7, 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:

*(Signature)*  
**HON. MARCIANO BARRANCELA, JR**  
Municipal Mayor  
Brgy. Veloso, Calubian, Leyte  
[CalubianRjo@gmail.com](mailto:CalubianRjo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.