

Republic of the Philippines
MGO CALUBIAN, 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 CALUBIAN, LEYTE in the CSC website:

BERNADETE C. MENDOZA
HRMO-Designate
Date: _____
March 9, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment
					Education	Training	Experience	Eligibility	
1	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	2-B	10	16 642.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility	OFFICE OF THE MAYOR

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 24, 2023.

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. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

for
BERNADETTE C. MENDOZA

HRMO-Designate

LGU Calubian, Leyte

badelttemend@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.