

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:

*pm*  
BERNADETTE C. MENDOZA  
HRMO-Designate

Date: July 15, 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 (Local Civil Registrar)	28	24	66 307.50	Bachelor's Degree	None Required	3 years experience in Civil Registry Works	Career Service (Professional)/Seco nd Level Eligibility		Municipal Civil Registrar Office
2	Municipal Government Department Head I (Municipal Assessor)	47	24	66 307.50	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related courses	None Required	3 years experience in real property assessment work or in any related field	RA 1080 (REAL ESTATE SERVICE)		Municipal Assessor'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 August 1, 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.

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 of 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:

  
**BERNADETTE C. MENDOZA**  
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HRMO-Designate  
\_\_\_\_\_  
LGU Caiubian, Leyte  
\_\_\_\_\_  
[badettemend@gmail.com](mailto:badettemend@gmail.com)  
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**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**