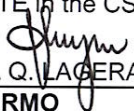


Republic of the Philippines  
**MGO CAPOOCAN, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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

  
THELMA Q. LAGERA  
HRMO

Date: May 04, 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	Administrative Aide I	VIII-15	1	9,388.00	Must able to read and write	none required	none required	none required	N/A	Office of the Municipal Treasurer
2	Medical Technologist II	XI-4	15	26,323.00	Bachelor's degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year relevant experience	R.A. 1080	N/A	Office of the Municipal Health Officer
3	Social Welfare Officer II	XII-2	15	26,323.00	Bachelor's degree in Social Work	4 hours of relevant training	1 year relevant experience	R.A. 1080 (Social Worker)	N/A	Office of the Municipal Social Welfare and Development Officer

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 May 19, 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:

THELMA Q. LAGERA  
HRMO IV  
Poblacion Zone 1, Capoocan, Leyte  
[tmlagera@yahoo.com.ph](mailto:tmlagera@yahoo.com.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**