

Republic of the Philippines  
**MGO CARIGARA, 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 CARIGARA, LEYTE in the CSC website:

  
**MGDH 1 (Chief Administrative Officer)**  
Date: **February 7, 2023**

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 III (Utility Worker II)	V-9	3	12006	Must be able to read and write	None Required	None Required	None Required	Not Applicable	Municipal Planning & Development Office
2	Administrative Aide III (Driver I)	II-20	3	12006	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96 - Cat II	Not Applicable	Office of the Sangguniang Bayan Secretary

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 **February 22, 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](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.

" 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:

**CRESCENTE F. PRECIA**

**MGDH 1 (Chief Administrative Officer)**

**Eduardo Makabenta St., Brgy. Ponomo, Targara, Leyte**

[crescenteprecia@yahoo.com](mailto:crescenteprecia@yahoo.com)

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