

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:

*Crecente F. Precia*

**CRESCENTE F. PRECIA**

**MGDH 1 (Chief Administrative Officer)**

Date: **November 23, 2022**

| No. | Position Title<br>(Parenthetical<br>Title, if<br>applicable) | Plantilla Item<br>No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards  |               |               |  |                               | Place of Assignment            |
|-----|--|-----------------------|---------------------------------|-------------------|--|---------------|---------------|--|-------------------------------|--------------------------------|
|     |  |                       |                                 |                   | Education  | Training      | Experience    | Eligibility  | Competency<br>(if applicable) |                                |
| 1   | Administrative<br>Assistant I<br>(Computer<br>Operator I)    | X-3                   | 7/1                             | 14602.00          | Completion of two<br>years studies in<br>college or High<br>School Graduate<br>with relevant<br>vocation/trade<br>course | None required | None required | Career Service<br>(Subprofessional)<br>Data Encoder (MC<br>11, s. 96-Cat I) First<br>Level Eligibility | Not Applicable                | Municipal Assessor's<br>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 **December 8, 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.

" 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. Ponong, Carigara, Leyte**

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

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