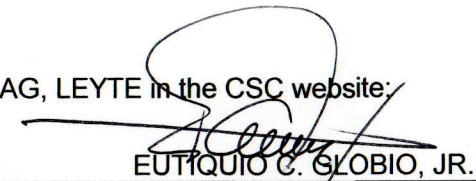


Republic of the Philippines
MGO DULAG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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



EUTIQUIO C. GLOBIO, JR.

HRMO

Date: November 16, 2021

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 (Municipal Assessor)	6.1	24	68059.00	Bachelor's degree preferably in Civil or Mechanical Engineering, Commerce, or any related course	None	3 years experience in real property assessment work or in any related field	RA 1080 (Real Estate Service)		Office of the Municipal Assessor
2	Accountant II	8.4	16	28085.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		Office of the Municipal Accountant
3	Administrative Aide I (Utility Worker I)	1.52	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Office of the Municipal Mayor (Economic Enterprise Development and Management)

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 1, 2021.

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.

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

ATTY. MILDRED JOY QUE, CPA
Municipal Mayor
2/F, Municipal Hall, Dulag, Leyte
mjque.dulaglg@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.