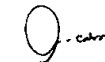


Republic of the Philippines
MGO HINDANG, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

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


MICHAELLA MAE A. CABAL

HRMO I - Designate

Date: February 10, 2022

No.	Position Title (Perenthetical 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 (General Services Officer)	76	24	60,719.00	Bachelor's Degree on Public Administration, Business Administration and Management	None required	Three (3) years relevant experience in general services, including management of supply, property, solid waste disposals and general sanitation	Carreer Service (Professional) Second level Eligibility	None	Municipal General Services Office
2										
3										
4										
5										

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 25, 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;
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:


MICHAELLA MAE A. CABAL

HRMO I - Designate

Mabini Street, Brgy. Poblacion II, Hindang, Leyte

michaellamaecabal@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.