


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

  
RICARDO ERIC S. PROJO  
HRMO

Date:

12-Dec-22

| No. | Position Title<br>(Parenthetical<br>Title, if applicable) | Plantilla<br>Item No. | Salary/ Job/<br>Pay Grade | Monthly<br>Salary | Qualification Standards |  |                                   |  |                               | Place of<br>Assignment                        |
|-----|---|-----------------------|---------------------------|-------------------|-------------------------|--|-----------------------------------|--|-------------------------------|---|
|     |   |                       |                           |                   | Education               | Training   | Experience                        | Eligibility  | Competency<br>(if applicable) |   |
| 1   | Municipal<br>Government<br>Department Head I              | 18.1                  | 24                        | 66,308.00         | Bachelor's Degree       | 24 hours<br>training in<br>managemen<br>t and<br>supervision | 3 years<br>relevant<br>experience | Career Service<br>(Professional) Second level<br>eligibility | Not Applicable                | Office of the<br>Local<br>General<br>Services |
| 2   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 3   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 4   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 5   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 6   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 7   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 8   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 9   |   |                       |                           |                   |                         |  |                                   |  |                               |   |
| 10  |   |                       |                           |                   |                         |  |                                   |  |                               |   |

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 28, 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.
5. This Agency 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:

**RICARDO ERIC S. PROJO**

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Personnel Officer

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Municipal Building, Poblacion, Inopacan, Leyte

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[inopacanlce@gmail.com](mailto:inopacanlce@gmail.com)

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