


Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
MGO JARO, 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 JARO, LEYTE in the CSC website:


JUDY G. PARADO, CPA
HRMO-Designate
January 3, 2022

Date:

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 Planning & Development Coordinator)	MPDC-1	24	69394	Bachelor's Degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None required	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Managing performance, Building Commitment, Developing people, Thinking Strategically, Partnering and Networking, Coaching for Results, Leading Change, Technical; and Policy interpretation and implementation	Municipal Planning and Development Office
2	Municipal Government Department Head I (Municipal Engineer)	ME0-1	24	69394	Bachelor's Degree in Civil Engineering	None required	3 years experience in the practice of engineering	RA 1080 (Civil Engineering)	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Managing performance, Building Commitment, Developing people, Thinking Strategically, Partnering and Networking, Coaching for Results, Leading Change, Technical; and Policy Interpretation and implementation	Municipal Engineer's 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 January 20, 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.
5. Photocopy of Certificate of Trainings for the last five (5) years
6. Service Record or Certificate of Employment

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

JUDY G. PARADO, CPA
Municipal Accountant/HRMO-Designate
Cor. Real and Del Carmen Sts. Jaro, Leyte
hrjguatre@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.