

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
Municipal Accountant/HRMO - Designate
Date: March 14, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Senior Administrative Assistant I	SADAS-1	13	₱25,056.00	Completion of two year studies in college or High School graduate with relevant vocational trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional)/Data Encoder (MC 11, S. 96 Cat 1) First Level Eligibility	N/A	MO - Solid Waste Management Office
2	Population Program Officer 1	POP-1	11	₱21,600.00	Bachelor's Degree	None required	None required	Career Service Professional (Second Level Eligibility)	N/A	MO - Population Nutrition Office
	xxx Nothing Follows xxxxxxxxxxxxxx									

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 **April 3, 2023**.

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
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; and
7. The Agency highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regarding to 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:

JUDY G. PARADO, CPA
Municipal Accountant/HRMO - Designate
Real St. Corner Del Carmen, Jaro Leyte
hrlgujaro@gmail.com