

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:

JASSIE LOU TAÑALA
Municipal Mayor

Date:

July 25, 2023

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 and Development Coordinator I)	MPDC-1	24	₱72,062.00	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)	None	Municipal Planning and Development Office
	xxx Nothing Follows xxxxxxxxxxxx									

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 **August 10, 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

hrgujaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.