

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

Date: December 1, 2021

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	<b>Tourism Operation Officer I</b>	TOO-1	11	19102	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information	Local Tourism Office
2	<b>Youth Development Officer III</b>	MSWDO-2	18	34945	Bachelor's Degree	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating Personal Effectiveness,	Municipal Social Welfare & Development 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 December 23, 2021.

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

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