

CS Form No. 9  
Revised 2018

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

Republic of the Philippines  
**MGOJARO, 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 MGOJARO, LEYTE in the CSC website:

**JUDY G. PARADO, CPA**  
HRMO Designate

Date: September 29, 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	Internal Auditor II	IA-1	15	25642	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Development and Interpretation, Records Management, Oral Communication Skills, Audit Management, & Accounting	Internal Audit System

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 October 22, 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  
[hrjgujaro@gmail.com](mailto:hrjgujaro@gmail.com)

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