

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


EVELINA C. HOYUMPA
HRMO III

Date: February 2, 2022

| 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 | Administrative Aide I (Utility Worker I) | 1031-145 | 1 | 11,265.00 | Must be able to read and write | None | None | None Required (MC 11 S. 96 CAT III) | | Municipal Administrator'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 February 22, 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.

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

EVELINA C. HOYUMPA

HRMO III

Real St., Poblacion, Kananga, Leyte

lgukanangahr@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.