

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

Republic of the Philippines
MGO LA PAZ, LEYTE
 Request for Publication of Vacant Positions

SERVICE COMMISSION (CSC)

we request the publication of the following vacant positions, which are authorized to be filled, at the MGO LA PAZ, LEYTE in the CSC website:


GERALDINE P. PIANO
HRMO Designate

Date: February 8, 2022

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		
Administrative Aide II	80-b	2	₱ 8,953.00	Must be able to read and write/Elementary School Graduate	None Required	None Required	None Required	N/A	LGU- La Paz
*Following xxxxxx									

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 23.

- 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;
- performance rating in the last rating period (if applicable);
- copy of certificate of eligibility/rating/license; and
- copy of Transcript of Records.

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

GERALDINE P. PIANO
 HRMO-Designate
 LGU-La Paz, Leyte
hrigulapazleyte08@gmail.com

INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.