

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

**CIVIL SERVICE COMMISSION (CSC)**

We hereby 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: \_\_\_\_\_  
 March 1, 2022

Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place Assigned
				Education	Training	Experience	Eligibility		
Administrative Aide I	76	1	₱ 8,424.00	Must be able to read and write	None Required	None Required	None Required	N/A	LGU- La
xxxxNothing Followsxxxx									

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 March 16, 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](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.

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

**GERALDINE P. PIANO**  
 HRMO-Designate  
 LGU-La Paz, Leyte  
[hrtegulapazleyte08@gmail.com](mailto:hrtegulapazleyte08@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.