

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

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

To: 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:

[Signature]
GERALDINE P. PIANO
HRMO - Designate
Date: **November 21, 2022**

No.	Position Title (Parent/Child Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Planning Officer I	20-a	11	₱17,807.00	Bachelors degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	LGU- La Paz
2	Bookkeeper I	25-a	8	₱13,299.00	Completion of two years in college	1 year relevant experience	4 hours of relevant training	Career Service (Sub Professional) First Level Eligibility	N/A	LGU- La Paz
	xxxxNothingFollowsxxxx									

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 6, 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.
 5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).
- QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

GERALDINE P. PIANO
HRMO-Designate
LGU-La Paz, Leyte
hrdguilapazleyte08@gmail.com