

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


HON. ARNOLD JAMES M. YSIDORO
Municipal Mayor
Date: August 4, 2023

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards							Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)			
1	Municipal Government Department Head I (Human Resource Management Officer VI)	OHRM-2017-01	24	67,559.00	Masteral Degree	24 hours of training in management and supervision	4 years in positions/ involving management and supervision	Career Service (Professional) Second Level Eligibility			Office of the Human Resource Management	
2	Administrative Aide IV (Bookbinder II)	ASSO-2010-03	4	11,690.00	Elementary School graduate	None required	None required	None required (MC 11.s. 96-Cat. III)			Municipal Assessor's Office	
3	Engineering Aide	VI-C-ME-02	4	11,690.00	High School graduate or completion of relevant vocational/trade course	None required	None required	None required (MC 11.s. 96-Cat. III)			Office of the Municipal Engineer	

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 August 19, 2023.

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:


ARNOLD JAMES M. YSIDORO
Municipal Mayor
Gabaldon St., Poblacion Leyte, Leyte
jmmo51guleyte@gmail.com