

Republic of the Philippines  
**MGO LIBAGON, SOUTHERN 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 LIBAGON, SOUTHERN LEYTE in the CSC website:

*ALS*  
AGUSTINA L. SOLSONA

HRMA

Date: February 12, 2024

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 Assitant II (Accounting Clerk III)	29	8	13821	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional First Level Eligibility)	N/A	Municipal Accounting Office
2	Administrative Aide III (Driver I)	86	3	10275	Elementary School Graduate	None Required	None Required	Driver License (MC 11, S.96-cat II)	N/A	Office of the Municipal Mayor

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 28, 2024.

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.
5. This office highly encourages all interested and qualified applicant and promotes equal employment opportunity to all men and women of all levels of position without descimination 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 (SOGIB).

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

**AGUSTINA L. SOLSONA**

Human Resource Management Assistant

Municipality of Libagon, Libagon, So. Leyte

[hrmo.libagon@gmail.com](mailto:hrmo.libagon@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**