

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

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

  
**ANNE MARIE C. SERDAN**  
HRMO

Date: 24-Oct-22

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	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (MUNICIPAL GENERAL SERVICES OFFICER	56	24	65,057.00	Bachelor's Degree in public administration, business administration and management	None	3 years in positions in general services, including management of supply, property, solid waste disposal, and general sanitation	First Grade or its equivalent	NA	Municipal General Service Office

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 November 9, 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;
5. The LGU Liloan, So. Leyte highly encourages application from qualified Person with Disabilities (PWD) Candidates, members of indigenous Communities (IPs), and those from any Sexual Orientation, Gender Identity and Expression (SOGIE), Civil Status, Religion, Ethnicity or political affiliation and Social Origin.

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

**ANNE MARIE C. SERDAN**

MGDHI

LGU Liloan, Southern Leyte

[annemarie.craveserdan@gmail.com](mailto:annemarie.craveserdan@gmail.com)

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