

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

**ANNE MARIE C. SERDAN**  
HRMO

Date: November 4, 2022

No.	Position Title ( <b>Parenthetical Title, if applicable</b> )	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 (LOCAL DISASTER RISK REDUCTION & MANAGEMENT OFFICER)	55	24	65,057.00	Bachelor's Degree	24 hours of training in management & supervision in DRRM	4 years in position/s involving management & supervision, 1 year of which is relevant to DRRM	CS Professional / 2nd Level Eligibility	NA	Local DRRM Office
2	REGISTRATION OFFICER I	51	10	15,904.00	Bachelor's Degree	None Required	None Required	CS Professional	NA	Local Civil Registry Office
3	Administrative Aide III (CLERK I)	47	3	10,179.00	Completion of 2 years studies in college	None Required	None Required	CS Sub-Professional	NA	Mayor's 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 21, 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 two 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**  
MGDH I (HRMDO)  
LGU Liloan, Southern Leyte  
[liloanSL.hrmdo@hotmail.com](mailto:liloanSL.hrmdo@hotmail.com)

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