

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

[Signature]

REA CARYL M. LAUREJAS
HRMO I

Date: August 1, 2022

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	MGDH I (Municipal Accountant)	28	24	56,382.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None	3 years experience in the treasury or accounting service	RA 1080 (CPA)		Accounting Office - LGU LIMASAWA
2	Nurse I	54	15	33,575.00	Bachelor of Science in Nursing	None required	None required	RA 1080 (Nurse)		Health Services - LGU LIMASAWA
3	Administrative Aide IV (Driver II)	21	4	9,360.00	Elementary School Graduate	None required	None required	Driver's License (MC 11,s. 96-Cat. IV, as amended)		Legislative Office LGU Limasawa
4	Administrative Aide I (Utility Worker I)	23	1	7,822.00	Must be able to read & write	None required	None required	None required (MC 11,s. 96-Cat. III, as amended)		Planning Office- LGU LIMASAWA
5	Administrative Aide I (Utility Worker I)	41	1	7,822.00	Must be able to read & write	None required	None required	None required (MC 11,s. 96-Cat. III, as amended)		Assessor's Office- LGU LIMASAWA
6	Administrative Aide I (Utility Worker I)	46	1	7,822.00	Must be able to read & write	None required	None required	None required (MC 11,s. 96-Cat. III, as amended)		Engineering Office LGU-Limasawa
7	Administrative Aide I (Utility Worker I)	60	1	12,034.00	Must be able to read & write	None required	None required	None required (MC 11,s. 96-Cat. III, as amended)		Health Services - LGU LIMASAWA

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 16, 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:

REA CARYL M. LAUREJAS

HRMO I

Cabulihan, Limasawa, Southern Leyte

laurejasrea@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.