Republic of the Philippines
MGO MACARTHUR, LEYTE
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO MACARTHUR, LEYTE in the CSC website:

EMELIA G. ENCLUNA
HRMO-DESIGNATE

Date: _____ October 14, 2022

No.	Position Title (**Parenthetical Title, if applicable**)	Plantilla Item No.	Salary/ Job/ Pay Grade	**Monthly Salary**	Qualification Standards					Palce of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin Aide I (UW I)	33	1	₱8,762.00	Must able to read and write	None required	None required	None required		Municipal Budget 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 2, 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:

   HON. RUDIN T. BABANTE
   Municipal Mayor
   Executive Bldg., MacArthur, Leyte
   hrmolgumacarthur@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.