



Republic of the Philippines
MGO MAHAPLAG, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU-Mahaplag, Leyte in the CSC website:

ALAN C. LOREÑAS
HRMO
Date: March 1, 2023

| 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 | Social Welfare Officer III | 82 | 18 | 35,044.00 | Bachelor's Degree relevant to job | Eight (8) hours of relevant training | Two(2) years relevant experience | Career Service (Professional) or its equivalent | | MSWDO |

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 March 16, 2023.

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. The LGU 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:

ALAN C. LOREÑAS
HRMO
MGO Mahaplag, Leyte
hmmahaplag2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.