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must be in MS Excel format

Republic of the Philippines
MGO MATALOM, 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 MATALOM, LEYTE in the CSC website:


CARIDAD V. SALADO
HRMO

Date: 01/06/2022

| 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 | Local Disaster Risk Reduction Management Officer V | 108 | 24 | P 69,394.00 | Master's Degree | 24 hours training in management and supervision on DRRM | 4 years in position involving management and supervision, 1 year of which is relevant to DRRM | Career Service Professional/2nd level eligibility | | Office of the Local Disaster Risk Reduction Management |
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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 January 22, 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.

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

Caridad V. Salado
HRMO III
LGU - Matalom, leyte
matalomlce@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.