

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: December 14, 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	Administrative Aide III (Clerk)	119	3	11,300.00	Completion of two (2) years studies in college	None Required	None Required	Career Service Sub professional/First Level Eligibility		Canigao Island Resort Office
2	Administrative Aide III (Carpenter I)	120	3	11,300.00	Elementary School Graduate	None Required	None Required	Carpenter (MC 10 s. 2013, Cat. II)		Canigao Island Resort Office
3	Lifeguard	121	3	11,300.00	Elementary School Graduate	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
4	Parking Aide	122	2	10,664.00	Elementary School Graduate	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
5	Administrative Aide I (Utility Worker I)	123	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
6	Administrative Aide I (Utility Worker I)	124	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
7	Administrative Aide I (Utility Worker I)	125	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
8	Administrative Aide I (Utility Worker I)	126	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
9	Administrative Aide I (Utility Worker I)	127	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort Office
10	Administrative Aide I (Utility Worker I)	128	1	10,014.00	Must be able to read & write	None Required	None Required	None Required, (MC 11, S 96, Cat. III)		Canigao Island Resort 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 December 29, 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 encourages all interested and qualified applicants and promote equal opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD) civil status religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientationm gender identity and expression (SOGIE)

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.