

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


NENETTE S. PESTILOS
SAO (HRMO IV)

Date: January 27, 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	Supervising Administrative Officer (SAO)	4	22	Php 48,974.00	Bachelor's Degree relevant to the job	Sixteen (16) hours of relevant training	Three (3) years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Office of the Municipal Mayor

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 February 11, 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:

NENETTE S. PESTILOS

SAO (HRMO IV)

LGU Mayorga, Leyte

lgumayorga2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.