

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: March 04, 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	Admin. Aide III (Driver I)	11-D	3	9887.50	Elementary Graduate	None	None	Driver's License (MC 11, s.96.Cat. II)	None	Sangguniang Bayan Office
2	Admin. Aide III (Utility Worker II)	3	3	9887.50	Must be able to read and write	None	None	None Required (MC 11,s.96. Cat. III)	None	Office of the 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 March 21, 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, Mayorga, Leyte

lgumayorga2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.