

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
HRMO

Date: 11/23/2021

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)	
1	REVENUE COLLECTION CLERK I	28	5	10,693	Completion of two (2) years in collge	None required	None required	Carrer Service (Subprofessional) First Level Eligibilty	N/A	Mun. Treasurer's Office
2	ADMIN. ASST. I (BOOKBINDER III)	42	7	12,025.00	Elementary School Graduate	None required	None required	None required(MC 11,s. 96-Cat. III)	N/A	Office of the Municipal Engineering
3	ADMIN AIDE III (CLERK I)	24	3	9,500.00	Completion of two (2) years in collge	None required	None required	Carrer Service (Subprofessional) First Level Eligibilty	N/A	Office of the Municipal Planning & Dev't. Coordinator
4	LOCAL DISASTER RISK REDUCTION MANAGEMENT OFFICER I	8-B	11	16,714.00	Bachelor's Degree	None required	None required	Carrer Service (Professional) Second Level Eligibilty	N/A	Office of the Mayor
5	SOCIAL WELFARE ASSISTANT	62	8	12,771.00	Completion of two (2) years in collge	Four (4) hrs. revelant training	One (1) yr. relevant experience	Carrer Service (Subprofessional) First Level Eligibilty	N/A	Mun. Social Welfare & Dev't. 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 09, 2021

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.