

Republic of the Philippines  
**INGO MERIDA, 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 MERIDA, LEYTE in the CSC website:

Date: April 11, 2023

**OSCAR D. CALAMBO**  
**MGDHI (HRMD)**

| No. | Position Title<br>(Parent/Child 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 I<br>(Utility Worker I B)         | 91                 | 1                      | 9,388.00       | must be able to read and write | none required | none required | none required (MC 11, s. 96-Cal. III) | N/A                        | GSO |                     |
| 2   | Administrative Aide I<br>(Utility Worker I B)         | 106                | 1                      | 9,388.00       | must be able to read and write | none required | none required | none required (MC 11, s. 96-Cal. III) | N/A                        | GSO |                     |

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 April 27, 2023.

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](http://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. The LGU highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SCGIE)
- QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

**OSCAR D. CALAMBO**  
MGDHI (HRMD)  
Poblacion, Manda, Leyte  
[jumerida.hmgo@gmail.com](mailto:jumerida.hmgo@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.