

Republic of the Philippines
MGO 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:

OSCAR D. CALAMBO
MGDH I (HRMO)

Date: 27-Dec-21

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 IV (Clerk II)	3	4	10,800.00	completion of 2 years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		Mayor's Office
2	Administrative Aide III (Clerk I)	34	3	10,179.00	completion of 2 years studies in college	none required	none required	Career Service (Subprofessional) First Level Eligibility		MCR
3	Administrative Aide I (Utility Worker I B)	93	1	9,026.00	must be able to read and write	none required	none required	none required (MC 11, s. 96-Cat. III)		Mayor's 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 January 12, 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:

OSCAR D. CALAMBO
MGDH I (HRMO)
Poblacion, Merida, Leyte
lgumerida.hrmo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.