Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines LGU-PADRE BURGOS, SOUTHERN 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 LGU-PADRE BURGOS, SOUTHERN LEYTE in the CSC website:

FLORDELYN E. ACLAO

HRMO

Date: 2/17/2023

No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Diago of Assignment
INO.					Education	Experience	Training	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Assistant V (Data Controller III)	25	11	15,074.50	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	2 years of relevant experience	8 hours of relevant training	Career service (Subprofessional), Data Encoder (MC 11, s. 96-Cat. I), First level Eligibility	N/A	Office of the Sangguniang Bayan
2										
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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 6, 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;
- 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. This office highly encourages all interested and qualified applicants and promotes equal employment to all men and women at all levels of position without descrimination 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 (SOGIE)

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

FLORDELYN E. ACLAO
HRMO I
Padre Burgos, Southern Leyte
mayorsoffice2012@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.