


Republic of the Philippines
MGO PALO, 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 PALO, LEYTE in the CSC website:


ALLAN P. CHAVERO
HRMO

Date: 09/06/2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide IV (Budgeting Aide) X-X-X Nothing Follows X-X-X	038-A	4	11,520.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Municipal Budget Office, LGU-Palo, Leyte

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 September 23, 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:

ALLAN P. CHAVERO

Administrative Officer II (HRMO-I)

LGU-Palo, Leyte

alichavero@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.