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

## Republic of the Philippines MGO PALOMPON, 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 PALOMPON, LEYTE in the CSC website:

E RAJARON-POGOY

Date:

01/04/2022

No.	Position Title	Dientille Item	Salary/	Monthly						
	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Administrative Aide VI (Cash Clerk II)	78	6	12,620.00	Completion of two years studies in college	None required	None required	Career Service (Subprofession al) First Level Eligibility	Demonstrates professional competence and mastery of subject matter	Municipal Treasurer's Office
	Administrative Aide III (Utility Worker II)	123	3		Must be able to read and write	None required	None required	None required	Works to overcome obstacles to completing tasks or assignments	MSWD
3										
4										
5		Office to the second section of the		and the second s						
6										
7				ary go start to select the selection of						

8						
9			***			
10	The state of the s					

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 20, 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:

ROSETTE B. RAJARON-POGOY
HRMD
Rizal St., Palempon, Leyte
Igupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.