

Republic of the Philippines  
**MGO PASTRANA, 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 PASTRANA, LEYTE in the CSC website:

  
EUFRACTIA B. TAN  
HRMO

Date: February 22, 2022

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	
1	Admin. Aide I (Utility Worker I)	15	1	8761.90	Must be able to read & write	None required	None required	None required (MC 11, s. 1996 CAT. III)	Mayor's Office, Pastrana, Leyte
2									
3									
4									
5									
6									

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 9, 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](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.

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

**EUFRACTIA B. TAN**  
SAO(HRMO IV)  
Sto. Niño St. District IV, Pastrana, Leyte  
[eufraciatan1960@gmail.com](mailto:eufraciatan1960@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**