

Republic of the Philippines
MGO PINTUYAN, 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 MGO PINTUYAN, SOUTHERN LEYTE in the CSC website:


MILAGROS M. COMPASION
HR-Incharge


Date: **February 4, 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	Competency (if applicable)	
1	Municipal Government Department Head I (Municipal Engineer)	36	24	58,384.00	Bachelor's degree in Civil Engineering	None	3 years experience in the practice of engineering	RA 1080 (Civil Engineer)		Engineering Office
2	Tourist Operation Officer II	4	15	21,372.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional), Second Level Eligibility		Mayor's Office
3	Administrative Assistant I (Reproduction Machine Operator III)	6	7	11,017.00	Elementary School Graduate	None required	None required	Relevant MC 10 s. 2013		Mayor's Office
4	Administrative Aide VI (Clerk III)	23	6	10,393.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility		SB 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 February 19, 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:


MILAGROS M. COMPASION
HR-Incharge
LGU Pintuyan, Southern Leyte
milamosot@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.