

Republic of the Philippines  
**MGO SAN FRANCISCO, 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 SAN FRANCISCO, SOUTHERN LEYTE in the CSC website:

  
METCARR I. SUAREZ  
HRMO

Date: 03-Feb.-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 Treasurer	21	24	59552	Bachelor's degree preferably in Commerce, Public Administration or Law	None required	3 years experience in treasury or accounting service	BCLTE	N/A	Office of the Municipal Treasurer
2	Tourism Operations Officer I	7-B	11	15621	Bachelor's degree in tourism, business,law,economics, marketing, public administration or other related fields	None required	None required	Career Service ( Professional ) Second Level Eligibility	N/A	Office of the Municipal Mayor
3	Driver I	7- C	3	9113	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Mayor
4	Driver I	7- D	3	9113	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Mayor
5	Driver I	7- E	3	9113	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat. III)	N/A	Office of the Municipal Mayor
6	Driver I	51	3	13019	Elementary School Graduate	None required	None required	Driver License (MC 11, s. 96-Cat. III)	N/A	Rural Health Unit
7	Utility Worker II	7- F	3	9113	Must be able to read and write	None required	None required	None required ( MC 11, s. 96 - Cat. III, as amended	N/A	Office of the Municipal Mayor

8	Utility Worker II	29-A	3	9113	Must be able to read and write	None required	None required	None required ( MC 11, s. 96 - Cat. III, as amended	N/A	Office of the Municipal Treasurer
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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 February 18, 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:

**METCHI I. SUAREZ**  
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 HRMO  
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 LGU-San Francisco  
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[suarezmetchi@yahoo.com](mailto:suarezmetchi@yahoo.com)

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