


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:


METCH I. SUAREZ
HRMO

Date: 24-Feb-22

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	ADMINISTRATIVE AIDE III (Driver I)	7-C	3	9113	Elementary School Graduate	None required	None required	Driver's License (CSC MC No. II, S. 1996, as amended, Cat. IV)	N/A	Office of the Municipal Mayor
2	ADMINISTRATIVE AIDE III (Driver I)	7-D	3	9113	Elementary School Graduate	None required	None required	Driver's License (CSC MC No. II, S. 1996, as amended, Cat. IV)	N/A	Office of the Municipal Mayor
3	ADMINISTRATIVE AIDE III (Driver I)	7-E	3	9113	Elementary School Graduate	None required	None required	Driver's License (CSC MC No. II, S. 1996, as amended, Cat. IV)	N/A	Office of the Municipal Mayor
4	ADMINISTRATIVE AIDE III (Driver I)	51	3	13019	Elementary School Graduate	None required	None required	Driver's License (CSC MC No. II, S. 1996, as amended, Cat. IV)	N/A	Rural Health Unit

5	ADMINISTRATIVE AIDE III (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
6	ADMINISTRATIVE AIDE III (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
7	ADMINISTRATIVE AIDE II (Messenger)	5	2	8593	Elementary School Graduate	None required	None required	None required (MC 11, s. 96-Cat. III, as amended)	N/A	Office of the Municipal Mayor
8										
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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 March 11, 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:

METCHI I. SUAREZ

HRMO

LGU-San Francisco

suarezmetchi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

