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:

METCHI I. SUAREZ
HRMO

Date: 7-Oct-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	Revenue Collection Clerk I	29	5	10249	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Treasurer

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 October 22, 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.
5. This office highly encourages all interested and qualified applicants and promotes equal oppurtunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person of disability (PWD), ethnicity, political affiliation, to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

METCHI I. SUAREZ
HRMO I
SAN FRANCISCO, SOUTHERN LEYTE
suarezmetchi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.