

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

  
CECILLE B. ECALLA  
HRMO


Date: February 10, 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	Assessment Clerk III	100	9	15,302.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub-professional) First Level Eligibility	Delivering excellence service, Flexibility and Communication	MASSO
2	Administrative Assistant I (Computer Operator I)	61	7	13,424.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96-Cat- I) First Level Eligibility	Attention to detail, Delivery service excellence and Record Management	HRMO
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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 25, 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:

  
CECILLE B. ECALLA  
HRMO  
Bawod, San Isidro, Leyte  
[mishewcez03@gmail.com](mailto:mishewcez03@gmail.com)

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

