

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
CECILLE B. ECALLA
HRMO

Date: May 30, 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 | Construction and Maintenance Capataz | 22 | 5 | 11,932.00 | Elementary School Graduate | None required | None required | None required (MC 10, s.2013 - Cat III) | | MGSO |
| 2 | Clerk II | 4 | 4 | 11,245.00 | Completion of 2 years in studies in college | None required | None required | Career Service (Sub-professional) First Level Eligibility | | MO |
| 3 | Assessment Clerk III | 101 | 9 | 15,302.00 | Completion of 2 years in studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Sub-professional) First Level Eligibility | | MASSO |
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"This office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE)".

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 June 14, 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:

Cecille B. Ecalla
CECILLE B. ECALLA
HRMO
Bawod, San Isidro, Leyte
mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

