

Republic of the Philippines  
**MGO SAN JUAN (CABALLAN), SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must  
be in MS Excel format

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 JUAN (CABALLAN), SOUTHERN LEYTE in the CSC website:

Date: February 14, 2022

*Sheila M. Buctot*  
SHEILAM. BUCTOT  
HRMO

No. (Parentetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility			
1	Administrative Aide I (Utility Worker I)	10d	1	8,424.00	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 MAYOR
2	Administrative Aide IV (Accounting Clerk I)	34	4	10,080.00	Completion of two years in college	None required	None required	Career Service (Subprofession al), First Level Eligibility		N.A.	MUNICIPAL ACCOUNTING OFFICE

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 1, 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:

SHEILA M. BUOTOT

HRMO II

San Juan, Southern Leyte

[hrlrausanjuan@gmail.com](mailto:hrlrausanjuan@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.