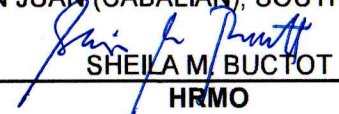


Republic of the Philippines  
**MGO SAN JUAN (CABALIAN), SOUTHERN LEYTE**  
Request for Publication of Vacant Positions

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

  
SHEILA M. BUCTOT  
HRMO

Date: November 16, 2021

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	Local DRRM Assistant	16B	8	12,254.00	Completion of two years in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Subprofessional), First Level Eligibility	N.A.	Office of the Mayor
2	Administrative Aide V (Accounting Clerk I)	34	4	9,665.00	Completion of two years in college	None required	None required	Career Service (Subprofessional), 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 December 10, 2021.

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. BUCTOT

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HRMO II

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San Juan, Southern Leyte

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

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