


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

  
JANE D. PAJARES  
HRMO

Date: 8-Mar-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	Administrative Officer IV (HRMO II)	15-29	15	25,181	Bachelor's Degree	4 Hours relevant training	1 year relevant experience	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the HRMO
2	Administrative Officer I (Records Officer I)	4-1	10	15,904	Bachelor's Degree	None Required	None Required	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the Municipal Mayor
3	Administrative Assistant III	35-1	9	14,695	Completion of two-year studies in college with relevant vocational trade course	4 Hours relevant training	1 year relevant experience	Relevant MC 11 s. 1996 Career Service (Subprofessional/First Level Eligibility)	N/A	Office of the Municipal Planning & Development Coordinator
4	Engineering Assistant	56-1	8	13,688	Completion of two-year college studies	4 Hours relevant training	1 year relevant experience	Career Service (Subprofessional)/First Level Eligibility	N/A	Office of the Municipal Engineer
5	Watchman II	6-2	4	10,800	Elementary School Graduate	None Required	None Required	None Required	N/A	Office of the Municipal Mayor
6										
7										
8										
9										
10										

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 23, 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:

JANE D. PAJARES  
HRMO II  
LGU-San Miguel, Leyte  
[jgusanmiguel\\_01@yahoo.com](mailto:jgusanmiguel_01@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.