

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:


JULIUS E. AMBIDA
HRMO II Designate

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 | MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (Municipal Budget Officer) | 38 | 24 | 65,057.00 | Bachelor's Degree preferably in Accounting, Economics, Public Administration or any related course | None Required | 3 years experience in government budgeting or in any related field | First grade or its equivalent | N/A | Office of the Municipal Budget Officer (MBO) |
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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 DECEMBER 1, 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;
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:

HON. NORMAN D. SABDAO THRU JULIUS AMBIDA
MUNICIPAL MAYOR & HRMO II
LGU-San Miguel, Leyte
lgusanmiguel_01@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.