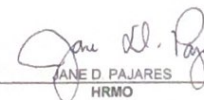


Republic of the Philippines
MGO SAN MIGUEL, LEYTE
Request for Publication of Vacant Positions

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: 20-Dec-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	Local Epidemiology Surveillance Unit Officer (Health Program Officer II)	67-1	15	35,097	Bachelor's Degree preferably Medical Allied Courses	None required	At least 2 years of relevant experience	RA 1080	N/A	Office of the Municipal Health Officer
2	Local DRRM Assistant	15-19	8	14,249	Completion of 2 years in College	4 Hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/ 1st Level Eligibility	N/A	Office of the MDRRMO
3										
4										
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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 January 4, 2023.

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
5. 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).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JANE D. PAJARES
HRMO II
LGU-San Miguel, Leyte
lgusanmiguel_01@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.