

Republic of the Philippines
MGO SAN RICARDO, 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 Ricardo, Southern Leyte in the CSC website:


LIZA MAY A. MALASAGA
HRMO/HRMA- Designate

Date: 02/02/2023

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 Assistant II (Budgetting Assistant)	28	8	13299	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Budget Officer-LGU-San Ricardo, Southern Leyte
2	Administrative Aide IV (Clerk II)	61	4	10495	Completion of two years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Office of the Municipal Civil Registrar-LGU-San Ricardo, Southern Leyte
3	Administrative Aide VI (Day Care Worker I)	41	6	11814	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	Office of Municipal Social Welfare and Development Officer-LGU-San Ricardo, Southern Leyte
4					***Nothing Follows***					

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 February 19, 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 and promoted equal employment opportunity to all men and 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 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:

LIZA MAY A. MALASAGA
InCharge in all HR Matters
Local Government Unit-San Ricardo, So. Leyte
lizamaymalasaga@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.