


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: 02/04/2022

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 Aide I (Utility Worker I)	4	1	8424	Must be able to read and write	None required	None required	None required (MC 11, s.- 1996, Cat III, as amended)	N/A	Office of the Mayor-LGU- San Ricardo, Southern Leyte
2					***Nothing follows***					
3										
4										

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 20, 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;
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:

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.