

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: 08/01/2022

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	Mun.Gov't Dept. Head (Municipal Accountant 1)	38	24	60,719.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	3 years experience in the treasury or accounting service	RA 1080 (CPA)	N/A	LGU-San Ricardo Accounting and Internal Audit Service
2	Administrative Aide VI (Day Care Worker 1)	41	6	11,340.00	High School Graduate	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	LGU-San Ricardo Municipal Social Welfare and Development Office
3	Administrative Aide I (Utility Worker I)	53	1	8,424.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 - Cat. III, as amended)	N/A	LGU-San Ricardo Office of the Municipal Engineer
4										
5										

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 August 17, 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.
5. This Office highly encourages all interested and qualified and promoted 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 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.