

Republic of the Philippines  
**MGO SOGOD, 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 SOGOD, SOUTHERN LEYTE in the CSC website:

  
**JOSEPHINE T. TERANTE**

**HRMO**

Date: **March 09, 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 VI (Accounting Clerk II)	42	6	13,770.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Accountant
2	Administrative Aide IV (Storekeeper I)	6	4	12,240.00	Elementary School Graduate	None required	None required	None required (MC II, s. 96 - Cat. III)	N/A	Office of the Municipal Mayor

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 March 24, 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](http://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:

**JOSEPHINE T. TERANTE**

HRMO-Designate

Zone-I, Sogod, Southern Leyte

[sogodlgu2021@gmail.com](mailto:sogodlgu2021@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**