

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: September 10, 2021

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	Market Inspector II	50	8	14,879.00	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 Treasurer
2	Tourism Operations Assistant	115	7	13,989.00	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility		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.

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:

JOSEPHINE T. TERANTE
HRMO-Designate
Zone-I, Sogod, Southern Leyte
sogodjgu2021@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.