

Electronic copy to be submitted to the CSC FO must be in MS Excel format

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 28, 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 (if applicable)		
1	Municipal Administrator I	36	24	72,313.00	Bachelor's degree preferably in Public Administration, Law or any related course	none	3 years experience in management and administration work	First grade or its equivalent	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.

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

[sogodlrgu2021@gmail.com](mailto:sogodlrgu2021@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.