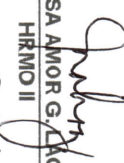


To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SANITA FE, LEYTE in the CSC website:


NIRESSA AMOR G. LAGO
 HRMO II
 Date: _____
 September 3, 2021

No.	Position Title (Parentetical Title, if applicable)	Planilla 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)	12	1	8424	Must be able to read and write	None required	None required	None required	N/A	LGU - STA. FE, LEYTE
2	Administrative Aide I (Utility Worker I)	32	1	8424	Must be able to read and write	None required	None required	None required	N/A	LGU - STA. FE, LEYTE
3	Administrative Aide I (Utility Worker I)	43	1	8424	Must be able to read and write	None required	None required	None required	N/A	LGU - STA. FE, LEYTE
4	Municipal Government Department Head I (Municipal Treasurer)	37	1	60719	Bachelor's degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or procurement	First grade or its equivalent	N/A	OFFICE OF THE MUNICIPAL TREASURER

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 September 24, 2021.

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/errand their application to:

NIRESSA AMOR G. LAGO
 HRMO II
 LGU - STA. FE, LEYTE
lgu_staff@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.