

Republic of the Philippines
MGO TABANGO, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

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

Perfume
VALENTINO A. CODERA
HRMO-Designate
Date: July 8, 2022

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Admin Aide IV (Accounting Clerk I)	42	4	10,800.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprof.) First Level Eligibility	N/A	Mun. Accounting Office
2	Administrative Asst. II (Accounting Clerk III)	76	8	14,063.00	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprof.) First Level Eligibility	N/A	Mun. Accounting Office
3	Municipal Government Department Head I (Municipal Environment and Natural Resources Officer)	20-05-01	24	63,806.00	Bachelor's degree in Environment, Forestry, Agriculture or any related Courses	None Required	3 years experience in environment and natural resources management, conservation and utilization	Career Service (Professional)/First grade Civil Service or its equivalent	N/A	MENRO
4	<i>nothing follows</i>									

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 July 23, 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 applicants and promotes 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 the indigenous communities and those with diverse sexual orientation, gender identity and expression (SGIEO).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BERNARD JONATHAN M. REMANDABAN
Municipal Mayor
Municipal Mayor's Office
jgutabango_leyte@yahoo.com