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must be in MS Excel format

Republic of the Philippines
MGO TABANGO, 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 TABANGO, LEYTE in the CSC website:



CATHERINE R. ABADINES
HRMO

Date: December 24, 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	Supervising Administrative Officer (MAA IV)	78	22	50,950.00	Bachelor's Degree Relevant to the Job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	n/a	Accounting Office
2	MGDHI (Mun. Environment & Natural Resources Officer I)	20-05-01	24	63,806.00	Bachelor's degree in Environment, Forestry, Agriculture or any related Courses	40hours of Technical & 80hours of Managerial training	3 years experience in environment & natural resources management, conservation & utilization	First grade Civil Service or its equivalent	N/A	MENRO Office
3	<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 January 8, 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.

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
lgutabango_leyte@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.