

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

Marilyn R. Enciso
MARILYN R. ENCISO
MCR/HRMO- Designate

Date: June 17, 2022

| 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 | Administrative Aide I | 66 | 1 | 8,424.00 | None Required | None Required | None Required | None Required | N/A | LGU-Tabontabon |
| 2 | Administrative Aide I | 68 | 1 | 8,424.00 | None Required | None Required | None Required | None Required | N/A | LGU-Tabontabon |
| 3 | Administrative Aide IV | 5 | 4 | 10,080.00 | Completion of two years studies in college | None Required | None Required | CSE (Sub Professional) First Level Eligibility | N/A | LGU-Tabontabon |

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 June 27, 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 to all men and women at all levels of position without discrimination regardless of age, gender, civil status, PWD, religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

MARILYN R. ENCISO
MCR/HRMO-Designate
LGU-Tabontabon, Leyte
gfargonzales@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.