

Republic of the Philippines  
**MGO TANAUAN, 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 TANAUAN, LEYTE in the CSC website:

  
RAIDA B. BARANDA  
HRMO III

Date: 14-Jan-22

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)	
	Municipal Government Department Head I (Municipal Budget Officer I)	201-97	24	73,731.00	Bachelor's degree preferably in Accounting, Economics, Public Administration or any related course	None	3 years experience in government budgeting or in any related field	Career Service (Professional) Second Level Eligibility		Budget Office

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 31, 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](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**

  
HON. PELAGIO R. TECSON JR.  
Municipal Mayor  
Municipal Hall 888 Real Street Tanauan, Leyte  
[tecsonpel@gmail.com](mailto:tecsonpel@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**