

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 P. BARANDA
MIRMO III

Date: 23-Mar-23

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	
1	Municipal Government Department Head I (Municipal Planning and Development Coordinator I)	501-97	24	75,149.00	Bachelor's degree preferably in Urban Planning, Development Studies, Economics, Public Administration or any related course	None	3 years experience in development planning or in any related field	RA 1080 (Environmental Planner)	MPDC Office
2	Budgeting Assistant	202-97	8	16,148.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First 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 April 08, 2023.

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. Authenticated certificate of eligibility/rating/license (PRC); and
4. Position Description Form
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 gender, civil status, religion, ethnicity, political affiliation to includemembers 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:

HON. MA. GINA E. MERILO
Municipal Mayor
Municipal Hall 888 Real Street Tanauan, Leyte
mayorginamerilo@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.