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

## Republic of the Philippines *MGO TOLOSA*, *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 TOLOSA, LEYEE in the CSC website:

Date: Municipal Mayor

Majch 28, 2023

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Administrative Aide II (Messenger)	Tourism Operations Assistant	Population Program Officer I	Position Title (Parenthetical Title, if applicable)
001-020	001-05	001-04	Plantilla Item No.
2	7	7	Salary/ Job/ Pay Grade
8,953.00	Completic 2 years st 12,025.00 in college	Bachek	Monthly Salary
Elementary School 8,953.00 Graduate	Completion of 2 years studies in college	Bachelor's Degree	Education
None Required	None Required	None Required	Training
None Required	Career S (Subprof First Lev	Career S (Profess Second   None Required   Eligibility	Qualification Standards  Experience
None Required MC II s. 96 Cat.III	Career Service (Subprofessional) First Level Eligibility	Career Service (Professional) Second Level Eligibility	lards Eligibility
			Competency (if applicable)
Mayor's Office	Mayor's Office	Mayor's Office	Place of Assignment

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Municipal Government Department Head I (Municipal 6 Engineer)	Revenue Collection Clerk II	Administrative Aide
005-090	004-068	001-025
24	7	2
60,719.00	Completic 2 years st 12,025.00 in college	8,953.00
Bachelor's Degree in Civil	Completion of 2 years studies in college	Elementary School 8,953.00 Graduate
None Required	None Required	None Required
3 years experience in the practice of engineering	Career S (Subprof First Lev None Required Eligibility	None Required
RA 1080	Career Service (Subprofessional) First Level Eligibility	None Required  Required MC II s. 96 Cat.III
Office of the Municipal Engineer	Municipal Treasurer's Office	Mayor's Office

than April 19, 2023 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

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 present position for one (1) year (if applicable)
- 3. Photocopy of certificate of eligibility/rating/license; and
- Photocopy of Transc(ipt of Records.
- 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 eliverse sexual orientation, gender identity and expression (SOGIE). 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

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

ERWIN O OCAÑA

Municipal Mayor

Municipal Hall, Brgy. Imelda, Tolosa, Leyte

tolo usa6503@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.