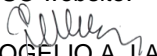


Republic of the Philippines  
MGO TOMAS OPPUS, SOUTHERN LEYTE  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the LGU Tomas Oppus in the CSC website:

  
ROGELIO A. LAYO  
MGADH I


Date: 11/07/2022

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	85	1	P8,424.00	Must be able to read and write	None required	None required	None required	N/A	LGU Tomas Oppus
	nothing follows.									

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 November 22,2022

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.
5. This office highly encourage all interested and qualified applicants and promotes equal employment opportunity to all men and women at all level of position without discrimination regardldess of age,gender,civil status, person with disability (PWD) religion, ethnicity, political affiliation to include members o 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:

  
ROGELIO A. LAYO  
MGADH I  
LGU-Tomas Oppus,Southern Leyte  
[abnerlayo68@yahoo.com](mailto:abnerlayo68@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.