

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

  
ODINAH C. MAJAM  
HRMO

Date: October 13, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment	
					Education	Training	Experience	Eligibility			
1	Administrative Aide VI (Clerk III)	23	6	10393	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Civil Registrar
2	Administrative Aide IV (Clerk II)	34	4	9250	Completion of two (2) years studies in college	None required	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Office of the Municipal Treasurer

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 October 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.
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 age, gender, civil status, person with disabilities (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:

**ODINAH C. MAJAM**  
HRMO I  
LGU - Tunga, Leyte  
[igu\\_tunga@yahoo.com](mailto:igu_tunga@yahoo.com)