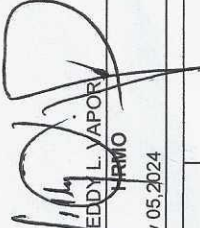


Republic of the Philippines  
**MGO VILLABA, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO VILLABA, LEYTE in the CSC website:

  
TEDDY L. VAPORA  
HRMO

Date: February 05, 2024

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	Midwife- II	121	11	27,000.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Rural Health Unit
2	Administrative Assistant-III (Senior Bookkeeper)	092	09	16,969.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service(Subprofessional) First Level Eligibility	N/A	Municipal Accounting 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 February 21, 2024

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.

\* 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 disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and experience (SOGIE)\*.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their applicant to:

ENGR. CARLOS G. VELOSO  
Municipal Mayor  
LGU-VILLABA, LEYTE  
[carlosgveloso6556@yahoo.com](mailto:carlosgveloso6556@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.