


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

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



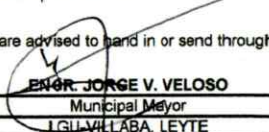
ANECITO F. SANASO, JR.
HRMO
Date: February 7, 2022

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 applicable (if applicable)	
1	Administrative Aide III (Driver - I)	014	3/1	10,858.00	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s.96-Cat II)	N/A	Municipal Mayor's Office
2										
3										

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 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;
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.

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


ENGR. JORGE V. VELOSO
Municipal Mayor
MGO VILLABA, LEYTE
veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.