

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. SANACO JR.

HRMO

Date: February 17, 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	Sangguniang Bayan Secretary	062	24/1	69,394.00	Bachelor's degree preferably in Law, Commerce or Public Administration	None required	None required	Career Service (Professional) 2nd Level Eligibility	N/A	Office of the Sangguniang Bayan Secretary
X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-	NOTHING	FOLLOWS	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	X-X-X-X-X-X-X-X-X-X	

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 March 4, 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:

HON. DENNIS L. SY
Municipal Vice Mayor
LGU-VILLABA, LEYTE
yrgwedcr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.