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:

ROWENA D. ABARAO

Date:

March 16, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Municipal Government Department Head - I (Human Resource Management Officer)	146	24/1	69,394.00	Bachelor's degree in Psychology, Human Resource Management, Public Administration, Office Administration, Business Administration, Mass Communication, or other allied courses.	None Required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Human Resource Management Office
х-х	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		

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 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;
- 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

Munic pal Mayor

LGU-VIL ABA, LEYTE

veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.