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

CS Form No. 9
Revised 2018

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
HRMA

Date: June 14, 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 (if applicable)	
1	Heavy Equipment Operator-I	040	4/1	11,520.00	High School Graduate or completion of relevant vocational tradee course	None Required	None Required	Heavy Equipment Operator	N/A	Municipal Administrator's Office
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	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	

" This Office highly encurages all interested and ualified 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)".

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 June 29, 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
LGU-VILLABA, LEYTE
veloso_jorge@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.