

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 V. VARDOR
HRMO

Date: December 9, 2022

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				
1	Administrative Aide III (Driver 1)	150	3	11,300.00	Elementary School Graduate	None Required	None Required	None Required	Driver License (MC 11, s.96 - Cat.II)	N/A	Office of the Municipal Mayor
2	Assessment Clerk-II	112	6	13,502.00	Completion of two years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Municipal Assessor's 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 December 26, 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.

"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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.