

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:


ARVIN R. CUEVA
LDRRMO-III/HRMO-IV Designate

Date:

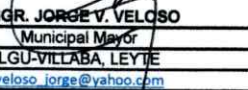
December 13, 2021

| 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 | Assessment Clerk - III | 111 | 9/1 | 15,674.00 | Completion of two years studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional) First Level Eligibility | N/A | Municipal Assessor's Office |
| 2 | Security Guard | 018 | 3/1 | 10,858.00 | High School Graduate | None Required | None Required | Security Guard License (MC 11, s.-Cat.II) | N/A | Municipal Mayor'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- | 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 December 28, 2021.

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.