

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:


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

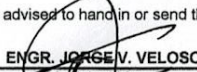
Date: January 11, 2022

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	Revenue Collection Clerk - III	086	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 Treasurer's Office
2	Draftsman - I	102	6/1	12,960.00	Completion of two years studies in college or High School graduate with relevant vocational/trade course	None Required	None Required	Career Service (Subprofessional) Draftsman or Illustrator (MC 11, s.96-Cat.I) First Level Eligibility	N/A	Municipal Engineering Office
3	Agricultural Technologist	131	10/1	16,964.00	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	N/A	Municipal Agriculture'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 January 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.

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.