

Republic of the Philippines
MGO JARO, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO JARO, LEYTE in the CSC website:

JUDY G. PARADO, CPA
Municipal Accountant/HRMO-Designate
Date: August 22, 2023

No.	Position Title (Parent/child 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	Revenue Collection Clerk III	MTO-6	9	₱16,969.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
2	Revenue Collection Clerk III	MTO-8	9	₱16,969.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	N/A	Municipal Treasurer's Office
3	Revenue Collection Clerk II	MTO-5	7	₱14,896.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Mgt. of Public Market - Wet Section
4	Revenue Collection Clerk II	MTO-10	7	₱14,896.00	Completion of two years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	N/A	Mgt. of Public Market - Wet Section
5	Administrative Assistant V (Data Controller III)	MTO-23	11	₱21,600.00	Completion of two year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Sub-Professional) Data Encoder (NC 11 S.96 Ctl. 1 First level Eligibility	N/A	Municipal Treasurer'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 **September 8, 2023**.

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
4. Photocopy of Transcript of Records.
5. Photocopy of Certificate of Trainings for the last five (5) years.
6. Service Record or Certificate of Employment, and
7. The Agency highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regarding to 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 expression (SOGIE).

QUALIFIED APPLICANTS are advised to hand in or send through courier/mail their application to:

JUDY G. PARADO, CPA
Municipal Accountant/HRMO-Designate
Cor. Real and Del Carmen Sts. Jaro, Leyte
jparado@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.