

Republic of the Philippines
MGO LEYTE, 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 LEYTE, LEYTE in the CSC website:

~~HON. ARNOLD JAMES M. YSIDORO~~
~~Municipal Mayor~~

Date: May 16, 2024

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	Eligibility		
1	Registration Officer III	VIII-A-1.1	18	35,044.00	Bachelor's degree Completion of two years studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	None	Municipal Civil Registrar
2	Administrative Assistant I (Computer Operator I)	MCR-2010-01	7	13,965.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-Cat. I) First Level Eligibility	None	Municipal Civil Registrar
3	Administrative Officer V (Management Audit Analyst III)	V-C-5.1	18	35,044.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	None	Office of the Municipal Accountant

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 01, 2024.

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.
5. 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 expression (SOGIE).

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

~~ARNOLD JAMES M. YSIDORO~~
Municipal Mayor
Gabaldon St., Poblacion Leyte, Leyte
hmo5lguleyte@gmail.com