

Republic of the Philippines  
**MGO LILLOAN, SOUTHERN 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 LILLOAN, SOUTHERN LEYTE in the CSC website:

  
**ANNE MARIE C. SERDAN**  
HRMO

Date: May 13, 2024

No.	Position Title (Parentetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment	
					Education	Training	Experience			
1	Municipal Government Department Head I (Secretary to the Sanggunian)	13	24	65,057.00	Bachelor's Degree preferably in law, commerce or public administration from a recognized college or university	None required	None required	Career Service Professional / Second Level Eligibility	NA	Office of the Sanggunian Bayan

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 May 28, 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](http://www.csc.gov.ph);
2. Performance rating in the last two rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. The LGU Liloan, So. Leyte highly encourages application from qualified Person with Disabilities (PWD) Candidates, members of indigenous Communities (IPs), and those from any Sexual Orientation, Gender Identity and Expression (SOGIE), Civil Status, Religion, Ethnicity or political affiliation and Social Origin.

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

**ANNE MARIE C. SERDAN**

MGDH I (HRMDO)

LGU Liloan, Southern Leyte

[lilloanSl.hrmdo@hotmail.com](mailto:lilloanSl.hrmdo@hotmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.