


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

  
Jocelyn M. INGRATO  
Administrative Officer I/ OIC-HRMO  
Date: August 15, 2023

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 (if applicable)
1	Social Welfare Officer I	XII-3	11	21623	Bachelor's degree in Social Work	None Required	None Required	R.A. 1080 (Social Worker)	Not Applicable	Municipal Social Welfare and Development 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 **August 30, 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](http://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.

" 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:

**JOCELYN M. INGRATO**

Administrative Officer I/ OIC-HRMO

Eduardo Makabenta St., Brgy. Pongog, Carigara, Leyte

[hrmocarigara@gmail.com](mailto:hrmocarigara@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**