

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


EVANGELINA G. ABRETIL
HRMO - designate

Date:

May 12, 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	Supervising Administrative Officer (Human Resource Management Officer IV)	40	22	48,974.00	Bachelor's degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor Pastrana, Leyte
2	Administrative Aide VI (Data Controller I)	58	6	11,814.00	Completion of two (2) year's studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / Data Encoder (MC 11 s.1996 Cat. 1) First Level Eligibility	N/A	Municipal Treasurer's Office Pastrana, Leyte
3	Administrative Aide VI (Data Controller I)	46	6	11,814.00	Completion of two (2) year's studies in college or high school graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) / Data Encoder (MC 11 s.1996 Cat. 1) First Level Eligibility	N/A	Municipal Budget Office Pastrana, Leyte
	NOTHING FOLLOWS									

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 29, 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; 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 affiliator to include members of the indigenous communities and those with diverse sexual orientation, gender identify and expression (SOGIE).

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

EVANGELINA G. ABRETIL
HRMO - designate
Brgy. District 1 Pastrana, Leyte
vangieabretil18@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.