

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:

NAPOLEON P. NOMBRE, JD
HRMO
Date: October 10, 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	Administrative Aide I (Utility Worker I)	4	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Municipal Mayor Pastrana, Leyte
2	Administrative Aide I (Utility Worker I)	16	1	P 8,762.00	Must be able to read and write	None required	None required	(MC 10, s. 2013-Cat. III) None required	N/A	Office of the Municipal Mayor Pastrana, Leyte
3	Administrative Aide IV (Bookbinder II)	95	4	P 10,495.00	Elementary School Graduate	None required	None required	M.c 10, s. 2013 (Cat. III) None Required	N/A	Municipal Planning and Development Office Pastrana, Leyte
4	Administrative Aide IV (Bookbinder II)	97	4	P 10,495.00	Elementary School Graduate	None required	None required	M.c 10, s. 2013 (Cat. III) None Required	N/A	Municipal Budget Office Pastrana, Leyte
5	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 October 25, 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.

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

NAPOLEON P. NOMBRE, JD.
HRMO
Sto. Niño St. District IV, Pastrana, Leyte
nombrenapoleon610@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.