


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


JENITH S. ANAVESA
HRMO

Date: November 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	
1	ADMINISTRATIVE OFFICER II (Human Resources Management Officer I)	3	11	19,079.00	BACHELOR'S DEGREE	NONE REQUIRED	NONE REQUIRED	CS (PROFESSIONAL) Second Level Eligibility	SILAGO SO. LEYTE
2	ADMINISTRATIVE AIDE VI (Clerk III)	42	6	12,658.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CS (SUB-PROFESSIONAL) First Level Eligibility	SILAGO SO. LEYTE
3	MIDWIFE I	58	9	20,402.00	COMPLETION OF THE MIDWIFERY COURSE	NONE REQUIRED	NONE REQUIRED	R.A. 1080 (MIDWIFERY BOARD)	SILAGO SO. LEYTE
4	SOCIAL WELFARE ASSISTANT	54	8	14,378.00	COMPLETION OF TWO YEARS STUDIES IN COLLEGE	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CS (SUB-PROFESSIONAL) First Level Eligibility	SILAGO SO. LEYTE

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 November 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;
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 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:

JENITH S. ANAVESA
HRMO-I
LGU-SILAGO, SILAGO SOUTHERN LEYTE
anavesajenith@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.