Electronic copy to be submitted to the CSC FO must be in MS Excel format

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

	ROGELIO A. LAYO					
MGADH I						
Date:	01/26/2024					

No.	Position Title	Diantilla Itam	Salary/	Monthly Salary	Qualification Standards					
	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade		Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Municipal Govt Dept Head (Municipal Civil Registrar I)	38	24	60,719.00	Bachelor's degree	None	3 years experience in registry work	First grade or its equivalent	n/a	LGU -TOMAS OPPUS
2	Municipal Govt Dept Head (Municipal Social Welfare and Development Officer I)	52	24	60,719.00	Bachelor's degree in Social Work or Bachelor's degree preferably in Sociology or any related course	None	3 years experience in the practice of social work	RA 1080 (Social Worker)	n/a	LGU -TOMAS OPPUS
	NOTHING FOLLOW	S								

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 February 11,2024

- 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;
- 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 level of position without discrimanition 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 oreintation gender identity and expression (SOGIE)

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

ROGELIO A. LAYO			
MGADH I/HRMO			
LGU Tomas Oppus, So. Leyte			
abnerlayo68@yahoo.com			

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.