

Republic of the Philippines  
**MGO SAN MIGUEL, LEYTE**  
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the MGO SAN MIGUEL, LEYTE in the CSC website:

~~\_\_\_\_\_~~  
**CHESTERTON O. REYES**  
**HRMO-Designate**  
Date: 27-Sep-23

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 III (Utility Worker II)	31	3	11,009.00	Must be able to read and write	None Required	None Required	MC 10, s.2013 (Cat. III)	N/A	Office of the Municipal Vice-Mayor/Sangguniang Bayan
										xxx NOTHING FOLLOWS xxx

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 12, 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;
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 affiliation to include members of the indigenous communities and those with sexual orientation, gender identity and expression (SOGIE).

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

**HON. PROTACIO Q. BRAZIL THRU CHESTERTON O. REYES**  
Municipal Vice-Mayor  
LGU San Miguel, Leyte  
[chesreves3@gmail.com](mailto:chesreves3@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.