


Republic of the Philippines
Local Government Unit of Mayorga
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of LGU-MAYORGA in the CSC website:


NENETTE S. PESTILOS
SAO (HRMO IV)

Date: July 18, 2019

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Admin. Officer I (Records Officer I)	11-A	10	Php 13,101.25	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Sanguniang Bayan Office LGU-Mayorga, Leyte
	- X -									

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 .

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 present position for one (1) year (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:

NENETTE S. PESTILOS
SAO(HRMO IV)
LGU-Mayorga, Mayorga, Leyte
nspestilos1977@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.