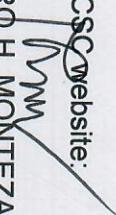


Republic of the Philippines
MGO SANTA FE, LEYTE
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO SANTA FE, LEYTE in the CSC website:




Municipal Mayor
Date: August 24, 2020

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	Mun. Gov't Dept. Head I (Municipal Treasurer)	42	24	Php 58,384.00	Bachelor's Degree preferably in Commerce, Public Administration or Law	N/A	3 years experience in treasury or accounting service	First Grade or its equivalent	N/A	LGU-Sta. Fe, 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 September 30, 2020.

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:



NIRESSA AMOR G. LAGO
HRMO II
Municipal Hall, LGU-Sta. Fe, Leyte
lgu_stafe@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.