

Republic of the Philippines  
**MGO ABUYOG, 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 ABUYOG, LEYTE in the CSC website:

*Maria Marly A. Tisado*  
**MARIA MARLY A. TISADO**

HRMO - Designate

Date: June 13, 2023

No	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Department Head I (Municipal Civil Registrar)	1	24	79,569.00	Bachelor's degree	None	3 years experience in civil registry work	First grade or its equivalent	None	Municipal Civil Registrar
2	Administrative Aide III (Driver I)	12	3	12,713.00	Elementary School Graduate	None required	None required	Driver License (MC 11, s.96 - Cat III)	None	Municipal Agriculture (
3	Administrative Aide II (Messenger)	9	2	11,975.00	Elementary School Graduate	None required	None required	None required (MC 11, s.96 - Cat III)	None	Municipal Environment Natural Resources O

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 June 28, 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 diverse sexual orientation, gender identity and expression (SOGIE).

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

**MARIA MARLY A. TISADO**

HRMO - Designate

LGU-Abuyog

[bjlohrmc@gmail.com](mailto:bjlohrmc@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.