

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

  
ANGELICA B. BARCA  
HRMO I

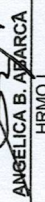
Date: NOVEMBER 23, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience			
1	Municipal Treasurer	1987 - 024	24	67559	Bachelor's degree preferably in Commerce, Public Administration or Law	NONE	3 years experience in treasury or accounting service	First grade or its equivalent		Municipal Treasurer's Office
2										
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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 December 08, 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 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 member of 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:

  
ANGELICA B. BARCA  
HRMO I  
Municipal Hall, Poblacion District I Burgos, Street, Barugo, Leyte  
[hrmo@barugo.gov.ph](mailto:hrmo@barugo.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.