

Republic of the Philippines
MGO BATO, 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 BATO, LEYTE in the CSC website:

MARIA JASTENE P. PAVO
Administrative Officer II (HRMO I)
Date: December 11, 2023

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	Supervising Administrative Officer (Management and Audit Analyst IV)	44	22	53,633.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LGU Bato, 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 December 27, 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;
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. The Local Government Unit of Bato encourages all interested and qualified applicants and promotes equal opportunity to all, including Persons With Disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender to apply.

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

MARIA JASTENE P. PAVO
HRMO
LGU-Bato, J. Luna Street, Bato, Leyte
mariajastenep@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.