

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

THELMA Q. LAGERA
HRMO

Date: January 10, 2022

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	Local Disaster Risk Reduction and Management Assistant	XVIII-2	8	13,688.00	Completion of two- year studies in college	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service (Sub- professional)/First Level Eligibility		Office of the LDRRM Officer
2	Agricultural Technician II	XIV-5	8	13,688.00	Completion of two- year studies in college/vocational/t rade course	4 hours of relevant training	1 year of relevant experience	Career Service (Sub- professional)/First Level Eligibility		Office of the Municipal Agriculturist

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 January 25, 2022.

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:

THELMA Q. LAGERA

HRMO IV

Poblacion Zone 1, Capoocan, Leyte

tglagera@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.