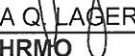


Republic of the Philippines
MGO CAPOOCAN, LEYTE
Request for Publication of Vacant Positions

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: July 11, 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	Management and Audit Analyst I	VII-3	11	19,079.00	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Municipal Accountant
2	Revenue Collection Clerk II	VIII-10	7	13,424.00	Completion of two- year studies in college	none required	none required	Career Service (Sub- professional)/First Level Eligibility	N/A	Office of the Municipal Treasurer
3	Administrative Aide I	X-7	1	9,388.00	Must able to read and write	none required	none required	none required	N/A	Office of the Municipal Assessor
4	Administrative Aide I	XV-3	1	9,388.00	Must able to read and write	none required	none required	none required	N/A	Office of the Youth Development Officer
5	Administrative Officer II	XVI-2	11	19,079.00	Bachelor's Degree relevant to the job	none required	none required	Career Service (Professional)/ Second Level Eligibility	N/A	Office of the Human Resource Management Officer
6	Veterinarian I	XIV-2	13	22,349.00	Doctor of Veterinary Medicine	none required	none required	RA 1080	N/A	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 July 29, 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.

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 member 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:

HON. FE CLAIRE C. PARAGATOS

MUNICIPAL MAYOR

Poblacion Zone 1, Capooan, Leyte

hrmolgucapooan2020@gmail.com



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.