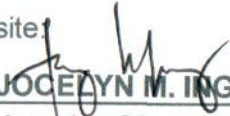


Electronic copy to be submitted to the CSC FO  
must be in MS Excel format

Republic of the Philippines  
(LGU Carigara)  
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 (LGU Carigara) in the CSC website.

  
JOCELYN M. INGRATO  
Administrative Officer I /OIC-HRMO  
Date: February 09, 2021

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	SOCIAL WELFARE OFFICER I	XII-4	11	18,969.00	Bachelor's degree relevant to the job	None	None	Career Service (Professional) Second Level Eligibility	Not Applicable	MSWD Office

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 \_\_\_\_\_.

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.

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

JOCELYN M. INGRATO  
Administrative Officer I / OIC-HRMO  
EDUARDO MAKABENTA ST. PONONG, CARIGARA, LEYTE  
[jocelyningrato@gmail.com](mailto:jocelyningrato@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.