

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


JOCELYN M. INGRATO
Administrative Officer I/OIC - HRMO

Date: May 25, 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	Local DRRM Officer III	XVI-2	18	34,541	Bachelor's Degree	8 hours of relevant training on DRRM	2 years of relevant experience on DRRM	Career Service (Professional)	Not Applicable	Local Disaster Risk Reduction & Mngt. Office
2	Farm Worker II	XIII-7	4	11,736	Elementary School Graduate	None required	None required	None Required	Not Applicable	Municipal Agricultural Office
3	Farm Worker II	XIII-8	4	11,736	Elementary School Graduate	None required	None required	None Required	Not Applicable	Municipal Agricultural Office
4	Registration Officer I	VI-2	10	17,621	Bachelor's Degree	None required	None required	Career Service (Professional)	Not Applicable	Municipal Civil Registrar Office
5	Administrative Assistant I (Computer Operator I)	X-3	7	13,989	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11.s. 96-CAT.1)	Not Applicable	Municipal Assessor's 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 **June 09, 2021**.

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:

JOCELYN M. INGRATO

Administrative Officer / OIC - HRMO

Eduardo Makabenta St., Brgy. Pongog, Carigara, Leyte

jocelyningrato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.