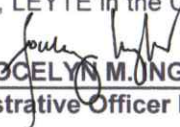


Republic of the Philippines
MGO CARIGARA, LEYTE
Request for Publication of Vacant Positions

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. UNGRATO

Administrative Officer I/ OIC-HRMO

Date: June 14, 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	Local Disaster Risk Reduction Management Assistant	XV-4	8	16148	Completion of 2 years in College	4 hours of relevant training	1 year of relevant experience on DRRM	Career Service Sub-Professional/ 1st Level Eligibility	Not Applicable	Local Disaster Risk Reduction & Mngt. 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 29, 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.

" 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 members 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:

JOCELYN M. INGRATO

Administrative Officer I/ OIC-HRMO

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

hrmocarigara@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.