

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: **October 11, 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 Disaster Risk Reduction Management Officer I	XV-3	11	18,969.00	Bachelor's Degree	None required	None required	Career Service Professional/ Second Level Eligibility	Not Applicable	Municipal Disaster Risk Reduction Management 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 **October 26, 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 I/ OIC - HRMO
Eduardo Makabenta St., Brgy. Ponong, Carigara, Leyte
jocelyningrato@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.