

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: August 05, 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	XV-2	18	35835	Bachelor's Degree	8 hours of relevant training of DRRM	2 years of relevant experience on DRRM	Career Service (Professional)	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 **August 20, 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](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., Brgy. Ponong, Carigara, Leyte

[jocelyningrato@gmail.com](mailto:jocelyningrato@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**