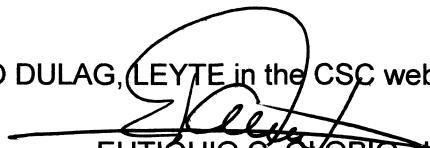


Republic of the Philippines  
**MGO DULAG, LEYTE**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO DULAG, LEYTE in the CSC website:

  
EUTIQUIO C. GLOBIO, JR.  
HRMO  
Date: February 2, 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	Administrative Assistant II (Labor General Foreman)	1.12	8	14004.00	High School Graduate	4 hours of relevant training	1 year of relevant experience	None required (MC 11, s. 1996, Cat. III)		General Services Office
2	Medical Technologist II	11.13	15	32053.00	Bachelor's Degree in Medical Technology or Bachelor of Science in Public Health	4 hours of relevant training	1 year of relevant experience	RA 1080		Municipal Health Office
3	Administrative Assistant III (Mechanic III)	1.87	9	15027.00	High School Graduate or completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (Automotive Servicing), (MC 10, s. 2013)		General Services 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 February 17, 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:

**EUTQUIO C. GLOBIO, JR.**

MGDH I (HRMO)

2/F, Municipal Hall, Dulag, Leyte

[joneeglobio65@yahoo.com](mailto:joneeglobio65@yahoo.com)

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