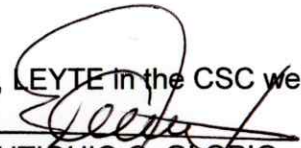


Republic of the Philippines  
**MGO DULAG, LEYTE**  
Request for Publication of Vacant Positions

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: March 24, 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 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, Cat. II)		General Services Office
2	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 10, s. 2013, Cat. III)		General Services Office
3	Administrative Aide III (Driver I)	1.72 and 1.73	3	10415.00	Elementary School Graduate	None required	None required	Professional Driver's License, MC 10, s. 2013, Cat. IV)		Office of the Municipal Mayor

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 April 8, 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:

**ATTY. MILDRED JOY QUE, CPA**

Municipal Mayor

2/F, Municipal Hall, Dulag, Leyte

[mjque.dulag!gu@gmail.com](mailto:mjque.dulag!gu@gmail.com)

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