


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: April 30, 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 Aide III (Driver I) | 1.72 | 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 |
| 2 | Administrative Aide III (Driver I) | 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 |
| 3 | Administrative Aide III (Driver I) | 1.37 | 3 | 10415.00 | Elementary school graduate | None required | None required | Professional Driver's License (MC 10, S. 2013, Cat. IV) | | General Services Office |
| 4 | Administrative Aide III (Driver I) | 2.19 | 3 | 10415.00 | Elementary school graduate | None required | None required | Professional Driver's License (MC 10, S. 2013, Cat. IV) | | General Services Office |
| 5 | Administrative Aide III (Utility Worker II) | 1.79 | 3 | 10415.00 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013, Cat. III) | | Office of the Municipal Mayor (Market and Slaughterhouse) |
| 6 | Administrative Aide I (Utility Worker I) | 1.55 | 1 | 9241.00 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013, Cat. III) | | Office of the Municipal Mayor (Market and Slaughterhouse) |
| 7 | Administrative Aide I (Utility Worker I) | 1.60 | 1 | 9241.00 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013, Cat. III) | | Office of the Municipal Mayor (Market and Slaughterhouse) |
| 8 | Administrative Aide I (Utility Worker I) | 8.2 | 1 | 9241.00 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013, Cat. III) | | Office of the Municipal Accountant |
| 9 | Administrative Aide I (Utility Worker I) | 13.5 | 1 | 9241.00 | Must be able to read and write | None required | None required | None required (MC 10, s. 2013, Cat. III) | | Municipal Social Welfare and Development 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 May 15, 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:

ATTY. MILDRED JOY QUE, CPA

Municipal Mayor

2/F, Municipal Hall, Dulag, Leyte

mjque.dulaglg@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.