


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: June 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	Statistician I	4.10	11	17853.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		Municipal Planning and Development Office
2	Market Inspector II	1.6	8	14004.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Mayor (Economic Enterprise Development and Management)
3	Administrative Aide I (Utility Worker I)	1.48	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 (Economic Enterprise Development and Management)
4	Administrative Aide I (Utility Worker I)	1.49	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 (Economic Enterprise Development and Management)
5	Administrative Aide I (Utility Worker I)	1.50	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 (Economic Enterprise Development and Management)
6	Administrative Aide I (Utility Worker I)	1.52	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 (Economic Enterprise Development and Management)

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 June 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](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.dulaglg@gmail.com](mailto:mjque.dulaglg@gmail.com)

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