

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

Electronic copy to be submitted to the CSCFO
must be in MS Excel format

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 22, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Municipal Government Assistant Department Head I (Assistant Municipal Treasurer)	5.2	22	53494.00	Bachelor's degree preferably in Commerce, Public Administration, or Law	None required	3 years in the treasury or accounting service	First Grade Civil Service Eligibility or its equivalent		Office of the Municipal Treasurer

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 July 7, 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

mique.dulag@gu@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.