

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: October 13, 2023

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		
1	Midwife II	11.10	11	25,439.00	Completion of the Midwifery Course	4 hours of relevant training	1 year of relevant experience	RA 1080	Office of the Municipal Health Officer
2	Administrative Aide III (Utility Worker II)	1.8	3	11,300.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal General Services Officer
3	Administrative Aide I (Utility Worker I)	13.5	1	10,014.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)	Office of the Municipal Social Welfare and Development Officer

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 October 28, 2023:

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.
5. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

**QUALIFIED APPLICANTS** are advised to hand in or send through courier/email their application to:

**ATTY. MILDRED JOY QUE, CPA**

Municipal Mayor

Z/F, Municipal Hall, Dulag, Leyte

[mjque.dulagigu@gmail.com](mailto:mjque.dulagigu@gmail.com)

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