

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 1, 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	Municipal Government Department Head I (Municipal Accountant)	8.1	24	68059.00	Bachelor's degree preferably in Commerce / Public Administration major in Accounting	None	3 years in the treasury or accounting service	RA 1080		Office of the Municipal Accountant
2	Midwife III	11.5	13	26754.00	Completion of Midwifery course	8 hours of relevant training	2 years of relevant experience	RA 1080		Municipal Health Office
3	Administrative Aide III (Driver I)	9.5	3	10415.00	Elementary school graduate	None required	None required	Professional Driver's License (MC 10, s. 2013, Cat. IV)		Municipal Disaster Risk Reduction and Management Office
4	Administrative Aide I (Utility Worker I)	11.22	1	9241.00	Must be able to read and write	None required	None required	None required (MC 10, s. 2013, Cat. III)		Municipal Health 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 October 16, 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

[mique.dulaggu@gmail.com](mailto:mique.dulaggu@gmail.com)

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