

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

Electronic copy to be submitted to the CSC FO 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 HILONGOS, LEYTE on the CSC website:

Date:

September 13, 2022


JANE FRANCIS V. LOBEDICA
SAO (HRMO IV)

No. (Parenthetical Title, if applicable)	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training *	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide IV (Bookbinder II)	208	4*	12,744.00	Elementary School Graduate	None Required	None Required	None required	Level 1 - Basic CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Drafting Skills Organizational 2: Client Focus Organizational 3: Diplomatic Sensitivity	Municipal Budget Office
2	Midwife I	163	9	20,402.00	Completion of Midwifery Course	None Required	None Required	RA 1080	Level 2 - Intermediate CORE 1: Analytical Thinking CORE 2: Managing Resources CORE 3: Flexible Thinking Organizational 1: Organizational Knowledge Organizational 2: Organizational Alignment Organizational 3: Managing Information	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 **September 30, 2022.**

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.
5. The 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 of disability (PWD), ethnicity, political affiliation to include members of the indigeous 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:

JANE FRANCIS V. LOBEDICA

SAO (HRMO IV)

R. V. Villaflores Street, Hilongos, Leyte

hrjg@hilongos@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.