

Republic of the Philippines  
**MGO HINDANG, 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 HINDANG, LEYTE in the CSC website:

*wmbuenafe*  
**WENCESLINA M. BUENAFE**  
HRMO

Date: November 19, 2021

No.	Position Title ( <b>Perenthetical Title, if applicable</b> )	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 (General Services Officer)	76	24	60,719.00	Bachelor's Degree preferably on Public Administration, Business Administration and Management	None required	Three (3) years relevant experience in general services, including management of supply, property, solid waste disposals and general sanitation	Carreer Service (Professional) Second level Eligibility	None	Municipal General Services Office
2										
3										
4										
5										

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 December 03, 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:

*wmbuenafe*  
**WENCESLINA M. BUENAFE**  
Administrative Officer II  
Mabini Street, Brgy. Poblacion II, Hindang, Leyte  
[b\\_wenceslina@yahoo.com](mailto:b_wenceslina@yahoo.com)

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