

Republic of the Philippines
MGO HINUNDAYAN, SOUTHERN 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 HINUNDAYAN, SOUTHERN LEYTE in the CSC website:

Crispina C. Adolfo
CRISPINA C. ADOLFO
HRMO

Date: 10/31/2023

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	Administrative Aide III (Audio-Visual Equipment Operator I)	2019-24	3	9500	High School Graduate or Completion of relevant vocational/ trade course	None required	None required	none required (MC 11, s. 96-Cat III)	N/A	MPDO
2	Administrative Officer I (Records Officer I)	MCRD-2021-01	10	14844	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	MCR
3	Sanitation Inspector I	2008-69	6	16200	Completion of two years studies in College	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	MHO

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 November 15, 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;
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:

EVELYN T. LEE, CPA
Municipal Mayor
LGU - Hinundayan, Southern Leyte
mayoroffice.hinundayan2022@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.