

Republic of the Philippines
MGO ISABEL, 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 ISABEL, LEYTE in the CSC website:


MA. JACKELYN D. CERILLO
HRMO

Date: January 18, 2022

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	Day Care Worker I	5	6	13,362.00	Completion of two (2) years studies in college	None required	None required	CSC MC 11, s. 1996- Cat. III	N/A	MSWD
2	Administrative Aide IV (Clerk II)	3	4	11,893.00	Completion of two (2) years studies in college	None required	None required	CS (Subprofessional); First Level Eligibility	N/A	HRMO

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 **February 2, 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.

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

MA. JACKELYN D. CERILLO

Chief Administrative Officer (HRMO V)

Local Government Unit, Isabel, Leyte

hrm_lgu_isabel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.