

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

JUDY G. PARADO

Municipal Accountant/HRMO- Designate

Date: **January 5, 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 VI (Data Controller I)	MTO-20	6/1	₱13,502.00	Completion of two years studies in college or high school graduate with relevant vocational /trade course	None required	None required	CS Subprofessional /Data Encoder/MC 11 s. 96 Cat. 1/ First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Speaking and writing effectively, Managing Information, Records Management	Municipal Treasurer's Office
2	Administrative Assistant II (Carpenter Foreman)	MO-40	8/1	₱15,198.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Carpenter (MC 10,S. 2013 - Cat. II)	Exemplifying Integrity and Delivering Service Excellence;Facilities Management	Municipal General Services Office
	xxx Nothing Follows xxxxx									

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 **January 20, 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
4. Photocopy of Transcript of Records.
5. Photocopy of Certificate of Trainings for the last five (5) years; and
6. Service Record or Certificate of Employment

The Agency highly encourages all interested and qualified applicants and promotes equal opportunity to all men and women at all levels of position without discrimination regarding to age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with divers sexual orientation, gender identity and expression (SOGIE).

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

JUDY G. PARADO

Municipal Accountant/HRMO- Designate

Real St. Corner Del Carmen, Jaro Leyte

hrlgujaro@gmail.com