

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



JUDY G. PARADO, CPA
HRMO Designate

Date March 24, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plan/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	12960	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 II s. 96 Cat I /First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Speaking and Writing Effectively, Managing Information, Records Management	Municipal Treasurer's 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 April 8, 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. Photocopy of Certificate of Trainings for the last five (5) years
6. Service Record or Certificate of Employment

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

JUDY G. PARADO, CPA
Municipal Accountant/HRMO-Designate
Cor. Real and Del Carmen Sts. Jaro, Leyte
MGO JARO, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.