

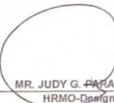
CS Form No. 9
Revised 2018

Republic of the Philippines
MGO JARO, LEYTE
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC PO 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



MR. JUDY G. PARADO, CPA
HRMO-Designate

Date: March 30, 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	Administrative Assistant II (Carpenter Foreman)	MO-40	8	14,601	High School Graduate or Completion of relevant vocational/trade course	Four hours of relevant training	One year of relevant experience	Carpenter per CSC MC. 10, S. 2013 - Cat. II	Exemplifying Integrity, Delivering Service Excellence, and Facilities Management	Municipal General Services 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 15, 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 Dal Carmen Sts., Jaro, Leyte
jgparado@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.