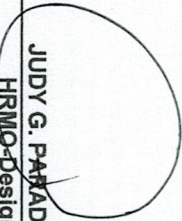


Republic of the Philippines  
**MGO JARO, LEYTE**  
Request for Publication of Vacant Positions

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 position, which are authorized to be filed, at the MGO JARO, LEYTE in the CSC website:

  
**JUDY G. PARADO, CPA**  
**HRMO-Designate**

Date: \_\_\_\_\_  
July 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1.	Assistant Municipal Treasurer	MTO-2	22	53,494	Bachelor's degree preferably in Commerce, Public Administration, or Law	16 hours of relevant training	3 years experience in the treasury or accounting service	Career Service (Professional)/S econd Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Demonstrating Personal Effectiveness, Speaking Effectively, Championing and Applying for Innovation, Planning and Delivering, and Managing Information; Policy Interpretation, Accounting, and Cash 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 **July 29, 2021**.

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](http://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  
[hrlguiaro@gmail.com](mailto:hrlguiaro@gmail.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**