

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:

MR. JUDY G. PARADO, CPA
HRMO - Designate

Date: July 19, 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	Municipal Government Department Head I (Municipal Engineer)	MEO-1	24	70728	Bachelor's Degree in Civil Engineering	None	3 years experience in the practice of engineering	RA 1080	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions; Managing performance, Building Commitment, Developing people, Thinking Strategically, Partnering and Networking, Coaching for Results, Leading Change, Technical, and Policy interpretation and implementation	Municipal Engineer'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 August 4, 2022.

- 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;
- Performance rating in the last rating period (if applicable);
- Photocopy of certificate of eligibility/rating/license;
- Photocopy of Transcript of Records;
- Photocopy of Certificate of Trainings for the last five (5) years; and
- Service Record or Certificate of Employment.

This Agency highly encourages all interested and qualified applicants and promotes equal employment 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 diverse 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, CPA
Municipal Accountant/HRMO Designate
Cor. Real and Del Carmen Sts. Jaro, Leyte
jgparado@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.