

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: **October 18, 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	Local Disaster Risk Reduction and Management Officer III	MDRRMO-1	18/1	₱36,162.00	Bachelor's Degree	8 hours of relevant training of DRRM	2 years of relevant experience on DRRM	Career Service Professional 2nd Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Demonstrating Personal Effectiveness, Writing effectively (<i>depends with job description</i>), Championing and Applying for Innovation, Planning and Delivering, Management Information, Policy Interpretation, Policy Development	Municipal Disaster Risk Reduction Office
2	Administrative Assistant I (Motorpool Supervisor I)	MO-42	7/1	₱14,319.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	Exemplifying Integrity, Delivering Service Excellence, Solving Problems and Making Decisions, Policy Interpretation, Policy Development, Facilities Management, Automobile Services	Mayor Office - Operation of Motorpool Office
	xxxxxx 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 **November 2, 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
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 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

Municipal Accountant/HRMO- Designate

Real St. Corner Del Carmen, Jaro Leyte

hrlgujaro@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.