

Republic of the Philippines
MGO JULITA, 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 JULITA, LEYTE in the CSC website:

Ruth Abigail T. Alonzo
RUTH ABEGAIL T. ALONZO
HRMO I

Date: May 5, 2021

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	Revenue Collection Clerk II (ANTICIPATED VACANCY)	01/24	7	11521	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional) First Level	NA	MUNICIPAL TREASURY OFFICE
2	Municipal Government Department Head I (Municipal Civil Registrar) (ANTICIPATED VACANCY)	01/15	24	59552	Bachelor's Degree	None Required	3 years experience in Civil Registry Work	First grade or its equivalent	NA	MUNICIPAL CIVIL REGISTRY 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 February 5, 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.

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

Ruth Abigail T. Alonzo
RUTH ABEGAIL T. ALONZO
HRMO I
Real St. Pob. Dist. IV, Julita, Leyte
localjulie@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.