

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 Abegail T. Alonzo*  
RUTH ABEGAIL T. ALONZO  
HRMO I

Date: June 27, 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 Civil Registrar)	01/15	24	88410	Bachelor's Degree	None Required	3 years experience in Civil Registry Work	First grade or its equivalent	N/A	Municipal Civil Registry Office
2	Administrative Aide III (Utility Worker II)	01/44	3	9888	Must be able to read and write	None Required	None Required	None Required	N/A	Economic Enterprise

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 12, 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](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. Applicants must be a Filipino citizen, with good moral character and a resident of Municipality of Julita as provided in the Local Government Code. (applicable to item no. 1)
6. This Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of 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:

RUTH ABEGAIL T. ALONZO  
HRMO I  
Real St. Pob. Dist. IV, Julita, Leyte  
[localjulie@gmail.com](mailto:localjulie@gmail.com)

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