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be in MS Excel format

Republic of the Philippines  
**MGO KANANGA, 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 KANANGA, ~~LEYTE~~ in the CSC website:

\_\_\_\_\_  
EVELINA C. HOYUMPA  
HRMO  
Date: \_\_\_\_\_  
May 19, 2022

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	Administrative Aide IV (Clerk II)	8771-132	4	13,494.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		KIMWS
2	Meter Reader I	8771-133	4	13,494.00	High School Graduate	None Required	None Required	None Required (MC 11, s.96 - Cat. I)		KIMWS
3	Administrative Assistant III (Senior Bookkeeper)	1081-052	9	18,362.00	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility		Mun. Accounting 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 June 3, 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.

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



**EVELINA C. HOYUMIPA**

Administrative Officer V (HRMO III)

Real St. Poblacion, Kananga, Leyte

[jeukapangahr@gmail.com](mailto:jeukapangahr@gmail.com)

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