

Republic of the Philippines  
**MGO LA PAZ, LEYTE**  
 Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO LA PAZ, LEYTE in the CSC website:

  
 GERALDINE P. PIANO  
 HRMO - Designate

Date: August 5, 2021

Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place Assign
				Education	Training	Experience	Eligibility	Competency (if applicable)	
Clerk III	21	6	₱ 11,340.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		LGU- L
Revenue Collection Clerk II (2)	27,28	7	₱ 12,025.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility		LGU- L
xxxxNothingFollowsxxxx									

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 20, 2021.

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:

**GERALDINE P. PIANO**

HRMO-Designate

LGU-La Paz, Leyte

[hrgulapazleyte08@gmail.com](mailto:hrgulapazleyte08@gmail.com)

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