

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

Electronic copy to be submitted
the CSC FO must be in MS Excel
format

To: 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.

[Signature]
GERALDINE P. PIANO
HRMO - Designate

Date: June 16, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignme
					Education	Training	Experience	Eligibility		
1	Senior Administrative Assistant III	19-d	15	₱24,568.00	Completion of (2) two years studies in college	13 hours of relevant training	3 years of relevant experience	Career Service Sub-Professional First Level Eligibility	N/A	LGU- La P
	xxxxNothing Followsxxxx									

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 01, 2023**.

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.
5. 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:

GERALDINE P. PIANO

HRMO-Designate

LGU-La Paz, Leyte

hrguipazleyte08@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.