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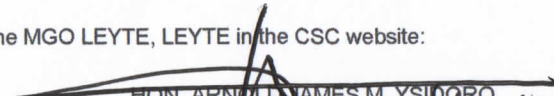must be in MS Excel format

Republic of the Philippines
MGO LEYTE, 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 LEYTE, LEYTE in the CSC website:
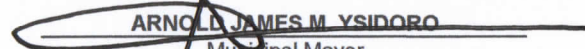
HON. ARNOLD JAMES M. YSIDORO
Municipal Mayor

Date: March 9, 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	Administrative Officer II (Public Relations Officer I)	SB-2020-01	11	17,908.00	Bachelor's Degree	None Required	None Required	Career Service (Professional) Second Level Eligibility		Office of the Sangguniang Bayan
2	Administrative Officer II (Management and Audit Analyst I)	MACCO-2015-01	11	17,908.00	Bachelor's Degree	None Required	None Required	(Professional) Second Level Eligibility		Municipal Accountant's 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 March 31, 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;
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:

ARNOLD JAMES M. YSIDORO
Municipal Mayor
Gabaldon St., Poblacion Leyte, Leyte
armo5lguleyte@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.