

Republic of the Philippines  
**MGO LIBAGON, SOUTHERN 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 LIBAGON, SOUTHERN LEYTE in the CSC website:

*AL*  
AGUSTINA L. SOLSONA  
HRMO

Date: September 05, 2022

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Officer II (Human Resource Management Officer I)	67	11	16714	Bachelor's Degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor
2	Internal Auditor I	73	11	16714	Bachelor's Degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the Municipal Mayor

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 September 22, 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. This office highly encourages all interested and qualified applicant and promotes equal employment opportunity to all men and women of 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 (SOGIB).

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

**AGUSTINA L. SOLSONA**

Human Resource Management Assistant

Municipality of Libagon, Libagon, So. Leyt

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

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