

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

Mary Ann B. Habitan
MARY ANN B. HABITAN
HRMA

Date: 03-Feb-23

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 Aide IV (Storekeeper I)	8	4	10,800.00	Elementary School Graduate	None required	None required	None required (MC II, s. 2013- CAT III, as amended)	NA	Mayor's Office
2	Administrative Aide III (CLERK I)	47	3	10,179.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility	NA	Mayor'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 February 20, 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 two rating period (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. The LGU Liloan, So. Leyte highly encourages application from qualified Person with Disabilities (PWD) Candidates, members of indigenous

Communities (IPs), and those from any Sexual Orientation, Gender Identity and Expression (SOGIE), Civil Status, Religion, Ethnicity or political affiliation and Social Origin.

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



MARY ANN B. HABITAN

HRMA

LGU Liloan, Southern Leyte

maryannhabitan80@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.