

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:


ANNE MARIE C. SERDAN
HRMO

Date: 14-May-21

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	Municipal Government Department Head I (Municipal Treasurer I)	20	24	62555	Bachelor's Degree preferably in Commerce, Public Administration or Law	None	3 years experience in treasury or accounting service	First grade or its equivalent	NA	LGU Liloan, So. Leyte, Municipal Treasurer's Office
2	Municipal Government Department Head I [Municipal Engineer I]	29	24	62555	Bachelor's degree in Civil Engineering	None	3 years experience in the practice of engineering	RA 1080 [Civil Engineer]	NA	Municipal Engineer's Office

3	Municipal Government Department Head I [Municipal Assessor I]	45	24	62555	Bachelor's Degree preferably in Civil or Mechanical Engineering, Commerce, or any other related course	None	3 years experience in real property assessment work or in any related field	RA 1080 [Real Estate Service]	NA	Municipal Assessor's Office
4	Municipal Government Department Head I	54	24	62555	Bachelor's degree	24 hours of training in management and supervision	4 years in position/s involving management and supervision	Career Service Professional Second Level Eligibility	NA	Municipal Environment and Natural Resources 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 June 1, 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:

ANNE MARIE C.SERDAN

MGDH I

Mabini Street, Poblacion, Liloan, Southe

annemarie.craveserdan@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.