

Republic of the Philippines  
**MGO, MALITBOG, 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 LGU-Malitbog, Southern Leyte in the CSC website:

C. Uy  
**CINETTE D. UY**  
HRMO

Date: August 14, 2023

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 I (Records Officer I)	73	SG-10	P16,643.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Office of the 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 August 29, 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](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 applicants and promotes equal employment opportunity to all men and women at all levels 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:

ANTONIO S. LURA, SR.  
Municipal Mayor  
LGU-Malitbog, Southern Leyte  
[mayorsofficegumalitbog6603@gmail.com](mailto:mayorsofficegumalitbog6603@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.