

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 MGO MALITBOG, SOUTHERN LEYTE in the CSC website:

MAJALIL C. FLORES
MSWDO/HRMO-Designate

Date: September 13, 2022

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	LOCAL DISASTER RISK REDUCTION AND MANAGEMENT ASSISTANT	170	SG-8	P13,688.00	Completion of 2 years studies in college	4 hours of relevant training on disaster risk reduction and management	1 year of relevant experience on disaster risk reduction and management	Career Service Sub-Professional / 1st Level Eligibility	-	LDRRM Division
2	ADMINISTRATIVE AIDE II (Park Attendant I)	84	SG-2	P9,593.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 Cat. III)	-	Municipal Parks, Plaza & Streets
3	ADMINISTRATIVE AIDE II (Park Attendant I)	85	SG-2	P9,593.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 Cat. III)	-	Municipal Parks, Plaza & Streets
4	ADMINISTRATIVE AIDE II (Park Attendant I)	88	SG-2	P9,593.00	Must be able to read and write	None required	None required	None required (MC 11, s. 96 Cat. III)	-	Municipal Parks, Plaza & Streets

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 28, 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;
 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 an promotes equal employment opportunity to all men and women at 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 (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