


Electronic copy to be submitted to the  
CSC FO must be in MS Excel format

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

  
CARIDAD V. SALADO  
HRMO

Date: October 21, 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	Administrative Aide IV (Accounting Clerk I)	40	4	11,994.00	Completion of two (2) years in college	None Required	None Required	Career Service (Subprofessional), First Level Eligibility		Office of the Municipal Treasurer
2										
3										
4										
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8										
9										
10										

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 November 5, 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 encourages all interested and qualified applicants and promote equal opportunity to all men and women at all levels of positions 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 identify and express

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

Caridad V. Salado

HRMO III

LGU - Matalom, Leyte

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

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