

Republic of the Philippines
MGO MAYORGA, LEYTE
Request for Publication of Vacant Positions

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

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the MGO MAYORGA, LEYTE in the CSC website:

NENETTE S. PESTILOS
SAO (HRMO IV)

Date: February 07, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Eligibility	Competency (if applicable)	Place of Assignment
					Education	Training	Experience				
1	Revenue Collection Clerk II (RCC II)	27	7	13,034.00	Completion of two (2) years studies in college	None Required	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Treasurer
2	Social Welfare Assistant (SWA)	62	8	13,821.00	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience		Career Service (Subprofessional) First Level Eligibility	N/A	Office of the Municipal Social Welfare & Dev't Officer

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 24, 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 present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.
5. The office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, Persons with Disability (PWD), religion, ethnicity, political affiliation to include members of indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

For Person with Disability (PWD) applicants, should you need any assistance, please notify the HR office prior to your scheduled date of exam and interview.

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

NENETTE S. PESTILOS

SAO (HRMO IV)

LGU Mayoraga, Leyte

lgumayorga2019@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.