

Republic of the Philippines
Local Government Unit of Mayorga
Request for Publication of Vacant Positions

To: **CIVIL SERVICE COMMISSION (CSC)**

This is to request the publication of the following vacant positions of **LGU-MAYORGA** in the CSC website:


NENETTE S. PESTILOS
 SAO (HRMO IV)

Date: April 26, 2021

| No. | Position Title | Plantilla Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---------------------------|--------------------|------------------------|----------------|--------------------------------|----------|------------|-------------------------------------|----------------------------|----------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Admin. Aide I (Laborer I) | 45 | 1 | Php 8,086.00 | Must be able to read and write | None | None | None Required (MC 11,s.96-CAT ,III) | None | Office of the Municipal Engineer |
| | XXX | | | | | | | | | |
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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 **May 18, 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 present position for one (1) year (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:

NENETTE S. PESTILOS
 SAO(HRMO IV)
 LGU-Mayorga, Mayorga, Leyte
lgumayorga@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.