

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: October 19, 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 III (Clerk I)	11-B	3	Php 9,500.00	Completion of two (2) years in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Sanguniang Bayan Office LGU-Mayorga, Leyte
	- nothing follows -									

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 05, 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.