

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

**OSCAR D. CALAMBO**  
**MGOH I (HRMO)**

Date: January 3, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Revenue Collection Clerk II	49	7	13,965.00	Completion of 2 years studies in college	none required	none required	Civil Service (Subprofessional) First Level Eligibility	N/A	MTO
2	Revenue Collection Clerk II	82	7	13,965.00	Completion of 2 years studies in college	none required	none required	Civil Service (Subprofessional) First Level Eligibility	N/A	Market/S. House

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 January 19, 2024.

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. The LGU 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, 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:

**OSCAR D. CALAMBO**  
**MGOH I (HRMO)**  
 Poblacion, Merida, Leyte  
[lgumerida.hrmo@gmail.com](mailto:lgumerida.hrmo@gmail.com)

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