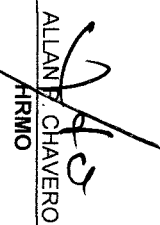


Republic of the Philippines
MGO PALO, LEYTE
Request for Publication of Vacant Positions

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 PALO, LEYTE in the CSC website:


ALLAN P. CHAVERO
 HRMO
 Date: January 17, 2024

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Aide II (Messenger)	014-B	2	11,055.00	Elementary school graduate	None required	None required	None required (CSC MC 10, s. 2013 Cat III)	N/A	Vice Mayor Office	
2	Administrative Aide III (Clerk I)	014-C	3	11,742.00	Completion of two years studies in college	None required	None required	Career Service Subprofessional, First Level Eligibility	N/A	Vice Mayor Office	
3	Board Secretary I	025	14	27,074.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service Professional, Second Level Eligibility	N/A	Office of the Sangguniang Bayan	
	X-X-X Nothing Follows x-x-x										

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 2, 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;
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.

This 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, 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:

ALLAN P. CHAVERO
 Human Resource Management Officer I
 LGU-Palo, Leyte

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.