

Republic of the Philippines
MGO PALO, 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 PALO, LEYTE in the CSC website:


ALLAN P. CHAVERO
HRMO

Date:

February 24, 2021

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Senior Tourism Culture and the Arts Officer (Senior Tourism Operations Officer)	011-F	18	33,727.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
2	Tourism Culture and the Arts Officer I (Tourism Operations Officer I)	011-G	11	17,853.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional, Second Level Eligibility	N/A	Mayor's Office
3	Administrative Aide III (Clerk I)	011-H	3	10,415.00	Completion of two (2) years studies in college	None required	None required	Career Service Sub-Professional, First Level Eligibility	N/A	Mayor's Office
4	Nurse I	093	11	22,316.00	Bachelor of Science in Nursing	None required	None required	RA 1080	N/A	Municipal Health Office
	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 March 15, 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 last rating period (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:

ALLAN P. CHAVERO

Human Resource Management Officer I

LGU-Palo, Leyte

allchavs@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.