

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-I
Date: June 14, 2021

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	Administrative Aide III (Clerk I)	011-I	SG-3, Step 1	P10,415.00	Completion of two years studies in college;	None required;	None required;	Career Service (Sub-Professional), First Level Eligibility	N/A	Mayor's Office
	x-x-x-x-x-x-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 **June 30, 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