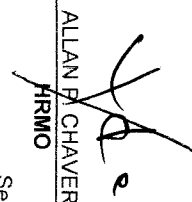


Republic of the Philippines  
**MGO PALO, LEYTE**  
Request for Publication of Vacant Positions

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: September 12, 2023

| No. | Position Title (Parent/Child 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   | Administrative Aide IV (Storekeeper I)                                | 008                | 4                      | 12,469.00      | Elementary School Graduate            | None required | None required | None required (MC 11, s. 96-Cat. III)                 | N/A                        | Office of the Mayor |
| 2   | Tourism Culture and the Arts Officer I (Tourism Operations Officer I) | 011-G              | 11                     | 21,600.00      | Bachelor's degree relevant to the job | None required | None required | Career Service Professional, Second Level Eligibility | N/A                        | Office of the Mayor |
|     | 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 September 30, 2023.

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.

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  
HRMO, LGU-PALO, LEYTE

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.