

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:

October 6, 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   | Local Disaster Risk Reduction and Management Officer I | 011-C              | 11                     | 19,102.00      | Bachelor's degree       | None required | None required | Career Service Professional, Second Level Eligibility | N/A                        | Municipal Disaster Risk Reduction and Management 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 October 22, 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](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.

**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](mailto:allchavs@yahoo.com)

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