

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:

Date: October 25, 2021


ALLAN P. CHAVERO
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards						
					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment	
1	Administrative Aide VI (Clerk III)	031	6	12,960.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Municipal Civil Registrar's Office	
2	Revenue Collection Clerk I	054	5	12,220.00	Completion of two (2) years studies in college	None required	None required	Career Service (Subprofessional), First Level Eligibility	N/A	Municipal Treasurer's 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 November 11, 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
alichavs@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.