Electronic copy to be submitted to the CSC FO must be in MS Excel format

## Republic of the Philippines MGO PALOMPON, 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 PALOMPON, LEYTE in the CSC website:

(ROSETTE B. PAJARON-POGOY

Date:

01/11/2022

	Position Title		Salary/		Qualification Standards					
No.	(Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	SECURITY GUARD I	136	3	10,596.00	High School Graduate	None required	1 year of relevant experience	Security Guard License	friendly to both internal and external clients	MEETO
	Administrative Aide III (Utility Worker II)	175	3	i	Must be able to read and write	None required	None required		Works to overcome obstacles to completing tasks or assignments	SLAUGHTER HOUSE
								and the state of t		
	5									
<u> </u>	3									
-	7		-							
-	9									
<b> </b>	10									

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 January 27, 2022.

- 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:

ROSETTE B. PAJARON-POGOY

HRMO,

Rizal St., Palompon, Leyte

lgupalompon@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.