

Republic of the Philippines
MGO PASTRANA, 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 PASTRANA, LEYTE in the CSC website:


EVANGELINA G. ABRETIL

HRMO - designate

Date: September 1, 2022

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	Municipal Government Department Head I (Municipal Accountant)	47 page 4 of 6 pages	24-1	P 61,887.00	Bachelor's Degree in Commerce/Business Administration Major in Accounting	None required	3 years acquired experience in Treasury or Accounting Service	Relevant R.A 1080	N/A	Municipal Accountant's Office, Pastrana, Leyte
2	Municipal Government Department Head I (Municipal Agriculturist)	73 page 6 of 6 pages	24-1	P 61,887.00	Bachelor's Degree in preferably in Agriculture of other allied courses such as Agricultural Engineering, Fisheries Technology & Veterinary Medicine	None required	3 years acquired experience in Agriculture or in a related field	Relevant R.A 1080	N/A	Municipal Agriculture's Office, Pastrana, Leyte
3	NOTHING FOLLOWS									
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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 19, 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.
5. 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 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:

EVANGELINA G. ABRETIL
HRMO - designate
Brgy. District 1 Pastrana, Leyte
evangieabretil18@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.