

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 filed, at the MGO PASTRANA, LEYTE in the CSC website:

  
**NAPOLEON P. NOMBRE, JD.**  
 HRMO  
 Date: October 19, 2023

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	Assistant Registration Officer I	44	8	P 13,299.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility First	N/A	Office of the Municipal Civil Registrar Pastrana, Leyte	
2	Revenue Collection Clerk III	51	8	P 13,299.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) Level Eligibility First	N/A	Municipal Treasurer's Office Pastrana, Leyte	
3	Veterinarian I	109	13	P 20,859.00	Doctor of Veterinary medicine	None Required	None required	R.A 1080	N/A	Municipal Agriculture's Office, Pastrana, Leyte	
4	Social Welfare Officer II	116	15	P 24,568.00	Bachelor 's degree in Social Work	4 hours of relevant training	1 year of relevant experience	R.A 1080 (Social Worker)	N/A	Municipal Social Welfare & Development Office Pastrana, Leyte	
	Nothing Follows										

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 6, 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.
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 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:

**NAPOLEON P. NOMBRE, JD.**

HRMO

Sio. Niño Street, Brgy. District 4 Pastrana, Leyte

[nombrenapoleon610@gmail.com](mailto:nombrenapoleon610@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.