

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:

  
EUFRACIA B. TAN  
**HRMO**

Date: October 29, 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	Municipal Accountant	47	24	59,552	Bachelor's degree in Commerce, Major in Accounting	None required	3 years acquired experience in Treasury or Accounting Services	R.A. 1080	N/A	Municipal Accountant's Office, Pastrana, Leyte
2										
3										
4										
5										
6										
7										
8										
9										
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 November 13, 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:

EUFRACIA B. TAN  
SAO(HRMO IV)  
Sto. Niño St. District IV, Pastrana, Leyte  
[eufraciatan1960@gmail.com](mailto:eufraciatan1960@gmail.com)

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