

Republic of the Philippines
MGO PINTUYAN, SOUTHERN 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 PINTUYAN, SOUTHERN LEYTE in the CSC website:

MILAGROS M. COMPASION

HR-In-charge

Date: **January 19, 2023**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignment
					Education	Training	Experience	Eligibility		
1	Administrative Aide I (Utility Worker I)	11	1	7,748.00	Must be able to read and write	None Required	None Required	None Required (MC 11, s. 96 - Cat. III)		Vice Mayor's Office

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 February 3, 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;
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. His office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MILAGROS M. COMPASION

HR-In-charge

LGU Pintuyan, Southern Leyte

milamosot@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.