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

MET	TCHU. SUAREZ
	HRMO
Date:	22-Nov-21

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Accountant I	37	11	14125.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		Office of the Municipal Accountant
2	Agricultural Technologist	43	10	13013.00	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering,Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080 (Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian, depending on the functions, duties and responsibilities as indicated in the Position Deccription Form)		Office of the Municipal Agriculture
3	Revenue Collection Clerk I	22	5	9437.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
4	Revenue Collection Clerk I	29	5	9437.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		Office of the Municipal Treasurer
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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 December 09, 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;
- 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:

METCHI I. SUAREZ
HRMO
LGU-San Francisco, Southern Leyte
suarezmetchi@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.