

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

Cecille E. Buante
CECILLE E. BUANTE
HRMO

Date: January 30, 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	Administrative Assistant III (Mechanic III)	58	9	15,302.00	High School Graduate or Completion of relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Mechanic (MC 10, s. 2013)	None	OME
2	Administrative Assistant I (Computer Operator I)	61	7	13,424.00	Completion of two years studies in college or High School Graduate with relevant vocational/ trade course	None Required	None Required	Career Service (Subprofessional) Data Encoder (MC 11, s. 96- Cat- I) First Level Eligibility	None	HRMO
3	Assessment Clerk III	100	9	15,302.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub- professional) First Level Eligibility	None	MASSO
4	Assessment Clerk III	101	9	15,302.00	Completion of 2 years studies in college	4 hours relevant training	1 year relevant experience	Career Service (Sub- professional) First Level Eligibility	None	MASSO
5	Clerk II	4	4	11,245.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub Professional) First level eligibility	None	Mayor's Office
6	Revenue Collection Clerk I	16	5	11,932.00	Completion of 2 years studies in college	None Required	None Required	Career Service (Sub Professional) First level eligibility	None	MTO
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 February 14, 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. 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:

Cecille

CECILLE E. BUANTE

HRMO

Bawod, San Isidro, Leyte

mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.