

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 B. ECALLA
HRMO

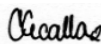
Date: June 21, 2021

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 applicable (if applicable)	
1	Assessment Clerk III	101	9	14,695.00	Completion of 2 years in studies in college	4 hours of relevant training	1 Year of relevant experience	Career Service (Sub-professional) First Level Eligibility	Delivering excellence service, flexibility, Communication	MASSO
2	Clerk II	4	4	10,800.00	Completion of 2 years in studies in college	None Required	None Required	Career Service (Sub-professional) First Level Eligibility	Attention to detail and Delivering excellence service	MO
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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 July 07, 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:


CECILLE B. ECALLA
HRMO II
Bawod, San Isidro, Leyte
mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

