

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: July 18, 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 Aide VI (Clerk III)	92	6	12,658.00	Completion of two years in College or High School Graduate with relevant vocational / trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) First Level Eligibility	N/A	MTO
2	Revenue Collection Clerk II	13	7	13,424.00	Completion of two years studies in college	None	None	Career Service (Subprofessional) First Level Eligibility	N/A	MTO
3	Revenue Collection Clerk I	16	5	11,932.00	Completion of two years studies in college	None	None	Career Service (Subprofessional) First Level Eligibility	N/A	MTO
4										
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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 August 2, 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 E. Buante
CECILLE E. BUANTE
HRMO
Bawod, San Isidro, Leyte
mishewcez03@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.