CS Form No. 9
Revised 2018

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: November 16, 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 (if applicable)	
1	MUNICIPAL GOVERNMENT DEPARTMENT HEAD I (HRMO)	142	24	65,057.00	Any Bachelor's Degree preferably in any of the ff: Operations Management, Human Resource Management, Human Resource Development (HRD); and/ or allied fields.	None Required	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	Leading Change, Problem Solving Skills, Process Management	HRMO
2	Livestock Inspector II	93	8	13,688.00	Completion of 2 years studies in college	4 hours of relevant training	1 years of relevant experience	Career Service (Sub Professional) First level eligibility	Attention to detail, delivering excellence service, record management	MAO
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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 June 30, 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.