

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

*Jane D. Pajares*  
JANE D. PAJARES

Administrative Officer IV (HRMO II)

Date: January 27, 2022

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 III (Driver I)	8	3	10179	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat. II)	NA	Office of the Municipal Mayor
2	Administrative Aide III (Driver I)	8-1	3	10179	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat. II)	NA	Office of the Municipal Mayor
3	Administrative Officer II (Administrative Officer I)	15-2-1	11	17908	Bachelor's Degree	None Required	None Required	Career Service Professional/2nd level eligibility	NA	Office of the San Miguel Waterworks System
4	Assessment Clerk II	15-4-1	6	12150	Completion of two years in college	None Required	None Required	Career Service Sub-Professional/1st level eligibility	NA	Office of the San Miguel Waterworks System
5	Meter Reader I	15-6-1	4	10800	High School Graduate	None Required	None Required	None Required (MC II, s. 96-Cat III)	NA	Office of the San Miguel Waterworks System
6	Administrative Aide V (Plumber II)	15-10	5	11456	Elementary School Graduate	None Required	None Required	Pipefitter or Plumber (MC 11, s.96-Cat. I)	NA	Office of the San Miguel Waterworks System
7	Administrative Aide III (Driver I)	15-12	3	10179	Elementary School Graduate	None Required	None Required	Driver License (MC 11, s. 96-Cat. II)	NA	Office of the San Miguel Waterworks System
8	Assessment Clerk II	52-1	6	12150	Completion of two years in college	None Required	None Required	Career Service Sub-Professional/1st level eligibility	NA	Office of the Municipal Assessor
9	Municipal Government Department Head I (Municipal Treasurer)	44	24	65057	Bachelor's Degree preferably Commerce, Public Administration or Law from a recognized college or university.	None Required	3 years experience in treasury or accounting service	Career Service Professional/2nd level eligibility	NA	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 February 12, 2022.

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](http://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:

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JANE D. PAJARES  
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HRMO II  
\_\_\_\_\_  
LGU-San Miguel, Leyte  
\_\_\_\_\_  
[lgusanmiguel\\_01@yahoo.com](mailto:lgusanmiguel_01@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**